



## **Staff Report**

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RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH KENNETH HALL TO PROVIDE ARCHITECTURAL CONSULTING SERVICES FOR THE RESTORATION OF THE MANOR HOUSE FOR AN AMOUNT NOT TO EXCEED \$35,000 AND APPROVING A CONTINGENCY IN THE AMOUNT OF \$3,500

Honorable Chair and Board Members:

### **Summary**

The Redevelopment Agency is requested to approve a Professional Services Agreement with Kenneth Hall to provide architectural consulting services for the restoration of the Manor House.

### **Background**

The old police building and the Manor House were connected to each other. Part of the Manor Building was used by the police for a bathroom and a property room and lab. These facilities now need to be reincorporated into the Manor House as the result of the demolition of the old police building. In addition, renovations and painting of the Manor House are needed to bring the building back to its original configuration in time for the 100<sup>th</sup> Anniversary of the Manor House.

### **Discussion**

The demolition of the old police building has been completed and architectural consulting services are needed to restore the Manor House to be consistent with the rest of the building.

Staff met with several architects to determine whether or not there was any interest in undertaking the restoration of the outside of the Manor House project. Only one architect expressed interest because the size of the project was so small. The architect is Steve Hall. Mr. Hall has previously been involved with the preparation of the plans to revise the west side of the building and providing a paint scheme for the entire Manor House. Mr. Hall's intimate knowledge with the Manor House; his excellent reputation within the community; and being the only architect willing to work on a project of this size made him an obvious choice for this project .

The scope of work for architectural services will include:

- Restoring the east side of the building where the Manor House was attached to the police building to be consistent with the rest of the building.
- The interior remodel of the existing restroom and former property room to be oriented to the Manor House.
- The general cosmetic improvement to the rest of the Manor House.
- The removal of the existing penthouse structure which was bootlegged onto the original structure at a later date and is the believed source of major leakage into the Manor House and repair of that general area. The Arts Council has indicated no objections to the removal of the penthouse.
- Revise the west side of the Manor House to be more consistent with the original architecture.
- Prepare the plans for renovating and painting the entire building.

All restoration needs to be completed in the summer 2007, in time for the 100th celebration of the building.

The plans will be taken to the Planning Commission for their review and comment prior to returning to the Redevelopment Agency for authorization to go out to bid.

### **General Plan/Vision Statement**

No impact.

### **Fiscal Impact**

The amount for the architectural services is \$35,000 with a 10 percent contingency of \$3,500. The funding source will be from the Redevelopment Agency CIP Fund, Account Number 351-4610-9537-9030.

### **Public Contact**

The publication and posting of the City Council agenda.

### **Recommendation**

It is recommended that the Redevelopment Agency approve the Professional Services Agreement with Kenneth Hall for architectural consulting services for the restoration of the Manor House for an amount not to exceed \$35,000 and approving a contingency in the amount of \$3,500.

### **Alternatives**

1. Take no action.
2. Refer back to staff for additional information
3. Deny approval.

**Attachments**

- A. Resolution
- B. Scope of Work

Respectfully submitted,

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Diane Van Zant  
Administrative Assistant

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Raymond E. Davis III PE, PTOE  
Public Works Director

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Terence L. Belanger  
Interim Executive Director

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**REDEVELOPMENT AGENCY RESOLUTION NUMBER \_\_\_\_\_**

RESOLUTION APPROVING RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH KENNETH HALL TO PROVIDE ARCHITECTURAL CONSULTING SERVICES FOR THE RESTORATION OF THE MANOR HOUSE FOR AN AMOUNT NOT TO EXCEED \$35,000 AND TO APPROVE A CONTINGENCY IN THE AMOUNT OF \$3,500

**WHEREAS**, the demolition of the old Police Building has been completed; and,

**WHEREAS**, there is a need to restore the Manor House to be consistent with the rest of the building; and,

**WHEREAS**, the size of the project and the inability to attract multiple bids on this project, the existing work completed by the architect of the Manor House, and the excellent reputation by the architect within the community are the reasons for approving this sole source contract to Kenneth Hall in the amount of \$35,000; and,

**WHEREAS**, the funding is from the Redevelopment Agency CIP Fund, Account Number 351-4610-9537-9030 for \$35,000.00 with a contingency of \$3,500.

**NOW, THEREFORE, BE IT RESOLVED** that the Redevelopment Agency of the City of Belmont approves a professional services agreement with Kenneth Hall for architectural consulting services for the restoration of the Manor House for an amount not to exceed \$35,000 with a contingency of \$3,500.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Redevelopment Agency of the City of Belmont at a regular meeting thereof held on December 12, 2006 by the following vote:

AYES, DIRECTORS: \_\_\_\_\_

NOES, DIRECTORS: \_\_\_\_\_

ABSTAIN, DIRECTORS: \_\_\_\_\_

ABSENT, DIRECTORS: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Redevelopment Agency

APPROVED:

\_\_\_\_\_  
Chair, Redevelopment Agency

## **EXHIBIT A:**

### **SCOPE OF SERVICES**

Project Description: The City of Belmont is interested in contracting with Kenneth Hall, a licensed architect, to provide architectural services for the following:

- A) The exterior restoration of the Manor House Building specifically where the now-demolished police building had been joined to the Manor House;
- B) The interior remodel of an existing restroom adjacent to the proposed exterior restoration, and;
- C) The removal of the existing penthouse structure on the roof of the Manor House Building;
- D) The cosmetic restoration of the remaining exterior of the Manor House Building.

The services to be performed by Kenneth Hall, Architect, include the following:

- 1) Meet with designated representatives of the City of Belmont to ascertain project goals and objectives;
- 2) Provide architectural design drawings and construction bid documents for approval and use by the City of Belmont;
- 3) Attend Planning Commission meetings to present and discuss the project.

Please note; construction cost estimation services are not included in the architect's services and shall be provided by the City of Belmont if required.

*Services #1 and #2 shall be compensated for according to the fee schedule below, with the total amount not to exceed THIRTY FIVE THOUSAND DOLLARS (\$35,000.00). Compensation for Service #3 shall not be included in the not-to-exceed amount, but will be according to the fee schedule below.*

#### ***FEE SCHEDULE***

***Hourly compensation shall be as follows:***

<b><i>Principal Architect</i></b>	<b><i>\$185.00</i></b>
<b><i>Project Architect</i></b>	<b><i>\$165.00</i></b>
<b><i>Designer/Illustrator</i></b>	<b><i>\$135.00</i></b>
<b><i>Draftsman</i></b>	<b><i>\$110.00</i></b>
<b><i>Administrative Assistant</i></b>	<b><i>\$85.00</i></b>