

## **BRANDON CITY COUNCIL AGENDA**

Council Chambers – 308 S. Main

February 28, 2022

5:30 p.m.

1. Call to Order
2. Roll Call and Determination of Quorum
3. Approval of Agenda
4. **Public Comments:** Those persons wanting to address the Council as to any item on or not on the agenda and who have not otherwise been asked to speak to the agenda item will be heard at this time, but are limited to five (5) minutes. No action will be taken on any action requested at this time due to the twenty-four-hour public notice requirement. The City reserves the right to end public comment after 45 total minutes and those who were unable to speak will be given the opportunity to speak first at the next regular Council meeting if they leave their name with the City Administrator.
5. City Hall Work Session
6. Consider Proposal from ISG for Architectural Services
7. Adjournment

Individuals in need of assistance in attaining access to the meeting, please contact City Hall within 24 hours of the meeting time for special arrangements.

List of items we are seeing with the current facility:

1. Lack of Space for offices as we continue to grow for all departments
2. Out of room for files/storage etc for all departments
3. Back door leaks when it rains – has already been replaced once
4. Roof issues – leaks
5. Police Basement leaks when it rains
6. Outside bricks/stucco falling apart
7. Ceiling in PD garage falling
8. Plumbing issues
9. Wiring issues
10. Basement wall is falling apart – wall continues to flake off
11. Front entry smells terrible on certain days
12. Flooring in front entry
13. Uneven temp zones
14. Not ADA Compliant
15. No secure access to council chambers/offices in bldg.
- 16.

## BIDDING REQUIREMENTS FOR LOCAL GOVERNMENTS

### **5-18A-14. Public improvement contracts--Supplies and services contracts-- Advertisement for bids or proposals.**

If the purchasing agency intends to enter into a contract for any public improvement that involves the expenditure of one hundred thousand dollars or more, or a contract for the purchase of supplies or services, other than professional services, that involves the expenditure of twenty-five thousand dollars or more, the purchasing agency shall advertise for bids

- In order to Advertise for Bids you need Bid Documents such as Plans and Specifications.

#### Architects:

Based upon the square footage and type of building project undertaken promulgates when the services of an architect are required.

- Exempt from Architect if: SDCL 36-18A-9 (8c) Any building occupied as a bowling alley, office, shopping center, bank, fire station, service station, or store if the gross square footage of the new construction, the enlargement, or the alteration is seven thousand square feet or less;

#### Current City Hall/Council Chambers/Police Departments:

13,000 square-foot building housing the City Hall and Police Department. The City Hall and Police Department building currently provides space to the following departments: Finance, Administration, Engineering, Utilities, Payroll, Building Inspection and the Police Department.

FEBRUARY 11, 2022

Christina Smith  
Finance Officer  
City of Brandon  
304 Main Avenue  
PO Box 95  
Brandon, SD 57005



---

RE: CITY OF BRANDON CITY HALL AND POLICE DEPARTMENT REMODEL AND EXPANSION

Dear Christina,

ISG is pleased to present to you a proposal for a remodel and addition to the existing City Hall and Police Department buildings. The various Tasks included with this effort are outlined below.

### **TASK 1 – STRUCTURAL ANALYSIS AND 3D SCAN**

- Analyze the structure of the existing buildings to determine if any immediate concerns are present
- Generate a 3D scan of the existing buildings to accurately document existing conditions

### **TASK 2 – CONCEPT FLOOR PLANS**

- Review the previous spatial needs assessment report with department staff to determine immediate space needs (*within the next 5 years*)
- Based on these discussions, develop 2-3 concept floor plans showing a renovation/remodel and addition.
- Provide a cost estimate of the preferred option
  - This would include a cost comparison with a new, similar sized facility on the existing site
- Perform a code analysis of the concept plans to ensure they are compliant with applicable codes
- Present information gathered and developed during Task 1 and Task 2 to City Council at a regularly scheduled City Council meeting.

*NOTE: The design team would not begin Task 3 until the City of Brandon provides approval to proceed.*

### **TASK 3 – DESIGN THROUGH CONSTRUCTION**

- Provide full design and engineering, construction documentation, bidding, and construction administration services required to complete the project.  
(services based on AIA B101-2017 Standard Form of Agreement Between Owner and Architect contract document)



## PROPOSED COMPENSATION

Task 1 - \$8,000

Task 2 - \$22,000

Task 3 - 6-8% cost of construction, less Task 1 and Task 2 compensation

*(Task 1 and 2 compensation would be credited to the overall project compensation)*

Sincerely,

**Josh Muckenhirn, AIA**

Architect

[Josh.Muckenhirn@ISGinc.com](mailto:Josh.Muckenhirn@ISGinc.com)

### ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

This proposal is valid for 30 days.