



October 14, 2025

County Commission Agenda Item – Staff Report

RE: Work Order with GHN for Phase 2 Design Services for County Operations Building

As we prepare a Capital Construction budget for 2026 which may include completion of the infill at the newly constructed building at 479 N Government Plaza Circle, we must be ready to provide an architectural plan set which covers the remaining work to be done in Phase 2.

This will require a new work order for professional services to be approved with our contracted architecture firm, GHN.

Up to this point and as called for in the original work order dated 11/28/2022, GHN prepared architectural design drawings for the full building.

After design work was done, the County decided to only complete the shell and clinic infill (Phase 1). This required revising the full plan set to be utilized for bidding and construction. GHN handled the bid process for the project and completed all other duties associated with Phase 1, which included:

Construction Documents Phase

Convert the design documents into drawings and specifications to describe the requirements to the contractor in a coherent and enforceable way.

Bidding, Contract Negotiation, and Permitting

Obtain pricing for the project, make any necessary clarifications, evaluate the information provided by the contractor, and prepare a contract for construction. Apply for a building permit and provide clarifications to the authorities having jurisdiction.

Construction Administration

Observe and document the construction. Clarify the design for the contractor as needed and make necessary adjustments due to unforeseen conditions or new information. Certify the contractor's applications for payment based on these observations.

An average of two site visits per month during construction is proposed as part of basic services.

Inspections and Acceptance Phase

Evaluate the design for substantial completion, document deficiencies for correction, and issue a certificate of final completion with the corresponding payment certification.

In short, GHN completed the scope of work intended for the project which had been reduced to an initial phase. The original work order did not contemplate a two-phase project.

Revising the plan set for Phase 2 along with providing the associated services (bidding, construction admin, inspections and acceptance) which carry through the project is additional work. Brad Baker has prepared a new work order, attached to this report which covers this added scope.

The total fees of \$42,500 are broken down as follows:

Fee Allocation by Phase of Services:

Construction Documents Phase:	\$15,000	(Anticipated to be invoiced in 2025)
Bidding and Permitting Phase:	\$ 5,500	(Anticipated to be invoiced in 2025)
<u>Construction Phase:</u>	<u>\$22,500</u>	(Anticipated to be invoiced in 2026)
Total:	100%	

In order to help accommodate this expense, we suggest reallocating the unused funds approved for design on the Recycle Center and Maintenance Building projects for this project.

Because we had placed the Recycle Center and Maintenance Building projects on pause, our work order covering those has an unused balance of \$21,750 which could be redirected for the new work on Phase 2.

This amount will cover the anticipated invoices for the rest of 2025 while leaving \$20,750 of new expense.

Respectfully submitted,



Todd M. Wiesehan, Director