

## AGENDA



**SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
Thursday, October 27, 2005  
6:00 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion, consideration, and possible direction to staff to sign a change order to strengthen the stability of the walls of the new Marshal's facility so the building meets current International Building Codes.** (This is an unbudgeted item)
4. **Discussion, consideration, and possible approval of payment to Stroh Rogers Architect for the redesign of the Camp Verde Marshal's new facility in the amount of \$12,042.50 which is above and beyond the contracted amount.** (This is an unbudgeted item)
5. **Continued discussion with the Town Manager concerning his annual performance evaluation.** Note: Council may vote to go into executive session to discuss this item, pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.
6. **Discussion, consideration, and possible approval of one or more of the following items: assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager and/or Finance Director.**
7. **Adjournment**

Posted by: W. Jones

Date/Time: 10-20-05

10:30 a.m.

*Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

## **STAFF REPORT**

**Council meeting of:**           **October 27, 2005**

**Title:**                               Discussion, consideration, and possible direction to staff to sign a change order to strengthen the stability of the walls of the new Marshal's facility so the building meets current International Building Codes.

**Budgeted item:**                 No

**Description of Item:**         To meet building safety codes the walls in this facility need to be shored up and tied to the foundation.

**Staff Recommendation:**       Council may look to consider alternative methods to the change order being proposed.

**Comments:**                     Please note Town of Camp Verde Building Department's attached report.

**Attachments:**                 None

**Prepared by:**                 Bill Lee



**Amon Builders, Inc.**  
 General Building Contractor

Eagle Springs Professional Plaza  
 903 E. Hwy. 260, Suite 6  
 Payson, AZ 85541

Office (928) 474-0689  
 FAX (928) 474-8818  
 www.amonbuilders.com

## FAX COVER SHEET

<b>SEND TO:</b> <small>Company Name</small> Town of Camp Verde- Town Manager	<b>FROM:</b> Amon Builders, Inc.
<b>ATTENTION:</b> Mr. Bill Lee	Date: Oct.13, 2005
Telephone Number 928-567-6621	<i>Person to Contact if problems with Fax</i> e-mail: dhamman@amonbuilders.com Don Hamman-Project Manager
<small>Fax Number</small> 928-567-8291	<small>Telephone Number</small> (928) 474-0689

- Urgent    
  Reply ASAP    
  Please Comment    
  Please Review    
  For Your Information

Total pages, including cover: 6

**Mr. Bill Lee**

Please see the attached sheets that outline the Change Order costs associated with the masonry wall removal as well as the costs that the Architect had requested pricing for. I have provided a copy of these pages by fax to David Smith as well. The Architect has a copy also.

**CAUTION:** The information contained in this transmission is confidential and intended solely for the use of the individual or entity named above. If the reader of this transmission is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or other unauthorized use of this communication is strictly prohibited. If you have received this transmission in error, please notify the sender by telephone and return the transmission to sender at the address listed above. Thank you.

**CAMP VERDE MARSHALS FACILITY****October 13, 2005****Additional Costs**

The following is a list of additional items with costs that were added to the revised Contract Documents or that Amon Builders, Inc. was asked to give pricing on by the Architect that will increase the Contract Amount for this Project. Items 1 thru 3 will be performed or supplied by Amon Builders Inc. personnel. Overhead, Profit, Tax and Bond have been added to the costs below for materials and work that will be performed by Amon Builders personnel, with the exception of the Redundant System which will be supplied and installed by others.

(1). Supply, install and paint (6) – 8' x 6" steel pipe bollards, (2) at the new APS transformer location and (4) locations along the condenser pad on the West side of the building.

**Total Cost for this work: \$2,829.00**

(2). Supply 50' x 8' x 4" concrete pad for the 9 condenser units at the West side of the building.

**Total cost for this work: \$1,354.00**

(3). Redundant System for the walk-in cooler and freezer in the Evidence Room. Each unit will have (2) condensers/compressors for a total of 4 separate units outside the building. This would be a back-up system if one condenser/compressor was to go down on either unit, then the backup condenser/compressor would start up automatically. This system has a control for switching the units over to each compressor manually. The switching control panel will be located on the wall near the Freezer and Cooler units. This unit cost includes a built in Digital Alarm System, which has a built in alarm panel on the exterior walls of both the Freezer and Cooler. This Alarm system will tell you what the temperature is inside the units and if the units go below the set temperature there is an audible alarm that will go off warning you that the temperature has fallen below the required temperature setting. This alarm system has the capability for future monitoring by a 911 computer system. The Redundant System should have been included in the Bid, but was not addressed in Addendum #1 because the Architect had not received any Specifications from his Consultant, therefore no price for the Redundant System was included. A cost of \$18,316.00 was added in the Bid for the stand alone, Cooler and Freezer.

<b>Cost for the Redundant System</b>	
<b>not including the Electrical work:</b>	<b>\$16,484.00</b>
<b>Electrical work for this system:</b>	<b><u>\$6,237.00</u></b>
<b>Subtotal</b>	<b>\$22,721.00</b>
<b>5% Overhead &amp; Profit</b>	<b>\$1,136.00</b>
<b>Tax &amp; Bond</b>	<b><u>\$1,880.00</u></b>
<b>TOTAL COST FOR REDUNDANT SYSTEM</b>	<b>\$25,737.00</b>

<b>Total of Additional Costs</b>	<b>\$29,920.00</b>
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**CAMP VERDE MARSHALS FACILITY****October 13, 2005**

The following is a break out for all the work related to the demolition and removal of the exterior masonry slump block walls and reframing of the exterior walls. These prices were prepared after the revised Architectural and Structural plans were received. The Subcontractors had these revised sheets for the preparation of their proposals. All the existing Subcontractors that we had originally contracted with were used in the preparation of this Change Order except for the Stucco Subcontractor.

**General Contractors – General Condition Expenses**

For additional time on project. Additional 6 weeks

Project Manager	\$2,750.00
Superintendent	\$8,100.00
J-John Rental	\$113.00
Telephone	\$263.00
Auto Fuel & Insurance	\$600.00
Temp. Fencing	<u>\$128.00</u>
<b>Total of General Conditions</b>	<b>\$11,954.00</b>

**Masonry Wall Removal (By Amon Builders Personnel)**

Labor – For Wall removal only	\$11,340.00
Masonry Gable Ends (4) Labor to remove	\$4,488.00
Bobcat Rental – with scoop and hammer attachment	\$3,400.00
15 % Overhead	\$2,884.00

Costs associated with the addition of approx. 96 lineal foot of interior bearing wall footings. This cost includes the saw cutting and removal to the existing concrete floor, rebar, and the concrete pour back for the new floor. This price includes Compressor and jack hammer rentals. This work will be performed by Amon Builders.

	\$3,244.00
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15% Overhead	\$503.00
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Supply 26 HAD hold downs, SSTB bolts, all thread, And all the thru-bolts and nuts for these hold downs.

This cost includes 15% Overhead

This material will be furnished by Amon Builders.

\$1,077.00

Sawcutting of masonry walls 140' @ \$10.00 per/ft.	\$1,400.00
Masonry Tower Demolition – By Atwell Demolition	\$7,200.00
Haul off of and dump fees for Masonry debris	\$3,000.00
Jamb Depth Changes for Hollow Metal Exterior Window & Door Frames - Commercial Door & Hardw.	\$1,825.00
Rental of Shoring Materials to shore up trusses Before the masonry walls are removed	\$975.00
Labor for shoring	\$1,775.00
Framing Labor & Material Changes Ext. walls now 2 x 6 instead of 2 x 4 with added exterior and interior sheer walls. Header and beam changes as well as the installation of HDA hold downs. Drilling, supplying and installing approx. 256 – 8” expansion bolts. Work by Kilby & Sons Construction, Inc.	\$29,785.00
Additional add for truss tails, fascia and plywood that was added to the west side of the building when the back addition was removed. Kilby & Sons Construction	\$1,910.00
Hurricane ties added to existing trusses-there was no connection between the existing trusses and the 2 x 8 top plates.	\$625.00
Exterior Stucco-Labor & Materials	\$45,000.00
Site Under ground work required by APS. For the new power feed that comes off the new APS transformer which will then refeed the existing APS transformer that supplies power to the Day Care Center that sets to the north of the Marshal's Facility. Labor for digging, backfill, compaction and running conduit	\$950.00
Materials:	\$215.00
Removal of power from building, so that the masonry gable end can be demolished, and then resetting a power pole for temporary power for the site. This	

would not be needed if the masonry gable end was staying.

Otis Electric – Materials	\$672.00
Labor	\$1,181.00
Digging hole for power pole	\$550.00
Overhead	<u>\$360.00</u>
Total cost for moving of overhead power	\$2,763.00

Concrete Floor Prep – This is because of the glues and old leveling materials that were left on the concrete floors after the floor coverings had been removed. The residues must be removed prior to new flooring being applied. The Architect has looked at the existing floors.

\$4,640.00

Flooring costs associated with the increase in square footage in the building and change in the Ceramic tile. The tile called out has been discontinued. This is due to the fact that the exterior walls are not as thick as before, with the removal of the masonry walls.

Standard Floors- Additional sq. ft.	\$722.00
Ceramic Tile to Porcelain Tile Change	\$288.00
Standard Floors – Additional Floor Patching	<u>\$1,790.00</u>

Additional concrete that was removed and replaced in Hallway 127 that was not shown as part of demo for Hallway floor drain. Approx. 130 sq. ft.

\$1,754.00

<b>SUBTOTAL</b>	<b>\$145,507.00</b>
Deduct for Masonry Infills	-\$6,500.00
Deduct for Masonry Lintels	<u>-\$951.00</u>
<b>Total</b>	<b>\$138,056.00</b>
5% Fee	\$6,903.00
Tax	\$5,727.00
Bond	<u>\$2,562.00</u>
<b>Total of Costs Associated with masonry wall removal</b>	<b>\$153,248.00</b>
<b>Additional Costs</b>	<u><b>\$29,920.00</b></u>
<b>Grand Total</b>	<b>\$183,168.00</b>

Please remember that there will be Special Inspection costs that the Town of Camp Verde will need to pick up. Those costs are not included in the above costs.



Copied 10/19/05 ~~CEJ~~  
cc: BL  
DS  
WW

**Memo**

**To:** Town Manager Bill Lee, Marshal Dave Smith and CD Director Will Wright

**From:** Inspector Chuck DaMart ~~CEJ~~

**Re:** Proposed bid revisions regarding Marshal's Office

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I am writing in regards to a recent request by Town Manager Bill Lee for my assessment of the revised bid recently submitted by Amon Builders for an additional \$183,168 for items not addressed in the original bid. There were a number of concerns that this brief memo will describe as presented in this proposal. It is assumed that those smaller items that I do not address are open to further review and discussion.

In item #3, the original contract included the system for a stand-alone walk in cooler and freezer in the amount of \$18,316, but did not include a redundant system. Now the contractor has proposed that the cost for adding a redundant system at \$22,721; not including the 5% overhead and profit of \$1,136 and the tax & bond in the amount of \$1,880 and also does not include \$6,237 for electrical work. In my opinion, a redundant system may not be needed if the stand-alone walk in cooler/freezer is properly maintained. However, I have not been involved with the previous discussions regarding the recommendation for a redundant system and realize there may be good reasons for it as decided by staff and Council.

In regards to the framing of interior walls, I've spoken with Bill Cantor, a professional engineer located in Cottonwood, and he recommended a two-part design system. Part 1 being the existing 8" non-reinforced slump stone CMU as being the load bearing point for the existing roof load and part 2 consists of either light gauge steel studs or wood studs both depending on design, which could be either 2" x 4" or 2" x 6". This would be designed for seismic forces of approximately 7 pounds per square foot of lateral load as compared to the roof load for wind with forces of approximately 17.5 pounds per square inch, which the block would bear these loads easily for part 1. Part 2 would pick up the remaining seismic loads easily.

As far as the gable end wall removal and 96 linear feet of concrete bearing footings for the interior bearing walls, in past experience of plan review, this is usually included in a bid package. However, since I have not been involved with these matters, I will respectively leave these decisions to staff and Council who have been involved with these matters.

I feel it is important to mention that in past experiences with remodels and additions, there are always items missed, especially with old and deteriorating construction, such as the case with the tower, that was built with little or no applicable codes or inspections.

Last but not least, I will keep you informed on the matters of my meeting with Mr. Bill Cantor on 10/24/05.

Please contact me if you have any questions.

Chuck DaMart

## **STAFF REPORT**

**Council meeting of:**           **October 27, 2005**

**Title:**                               Discussion, consideration, and possible approval of payment to Stroh Rogers Architect for the redesign of the Camp Verde Marshal's new facility in the amount of \$12,042.50 which is above and beyond the contracted amount.

**Budgeted item:**                 NO

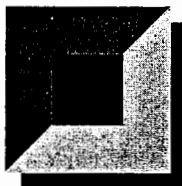
**Description of Item:**

**Staff Recommendation:**   Please see attached underlined information in the contact.

**Comments:**                       None

**Attachments:**                   Yes

**Prepared by:**                   Bill Lee



**STROH ROGERS  
ARCHITECTS, INC.**

April 19, 2004

Mr. Bill Lee  
Town Manager  
Town of Camp Verde  
PO Box 710  
Camp Verde, AZ 86322

RE: Civic Center Masterplan

**PROPOSAL**

The preliminary scope of services as we know them are as follows:

Produce Civic Center Masterplan, including one colored drawing and original black and white CAD drawings. Coordinate with redevelopment consultants Dave Fackler and Steve Nielsen and make all required presentations to the Town Council.

**▣ Basic Services ▣**

**Programming**

The Architect shall provide, through investigation and addressing the Owner's needs, a program of space, approximate size, functional relationship and character of each building required for the Project.

**Schematic Design Phase**

The Architect shall review the program with the Owner as developed by the Architect to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

The Architect shall review with the Owner alternative approaches to design of the Project.

The Architect shall prepare, for approval by the Owner, Schematic Design Documents illustrating the scale and relationship of the Project's components.

### **Design Development Phase**

Based on the approved Schematic Design documents and any other adjustments authorized by the Owner in the program, the Architect shall prepare, for approval by the Owner, Design Development documents consisting of drawings to affix and describe the size and character of the Project. A full color 24" x 36" final masterplan as well as a black and white reproducible 11" x 17" and 24" x 36" CAD drawing will be provided to the Town.

### **▣ Additional Services ▣**

The Additional Services described, but not necessarily limited to the following, are not included in the Basic Services and shall be considered extras to this Agreement and shall be paid for by the Owner. ~~The Additional Services shall only be provided if confirmed in writing by the Owner.~~

Making revisions in the Drawings, Specifications or other documents when such revisions are inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget.

Providing detailed estimates of Construction Cost.

Providing special surveys, environmental studies and submissions required for approvals of the governmental authorities or others having jurisdiction over the Project.

Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

### **▣ Owner's Responsibilities ▣**

The Owner shall provide full information regarding requirements for the Project, including a program, which shall set forth the Owner's objectives, schedule, constraints and criteria. Including space requirements, special equipment, systems and site requirements.

The Owner shall furnish a survey on CAD of the site.

**▣ Summary of Services Included ▣**

Architecture/Planning

**Compensation for the Basic Services listed above shall be as follows:**

Project to be billed monthly based on percentage of completion.

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Total Compensation	\$ 7,800.00
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Professional fees are due and payable 10 days from the date billed.

In the event of termination, suspension or abandonment of the project, which is not the fault of the Architect, the Architect shall be compensated for services performed prior to the termination, suspension or abandonment, together with any reimbursable expenses.

**Reimbursable Expenses shall be as follows:**

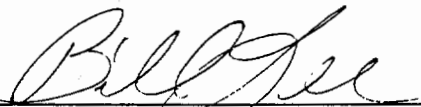
- A. All blueprinting and printing expenses after drawings are complete. (Owner will be provided with one set of reproducible drawings.)
- B. Mailing and shipping costs.
- C. Coordination of consultants beyond Basic Services.

Reimbursable expenses shall be billed at the rate of 1.10 times the cost.

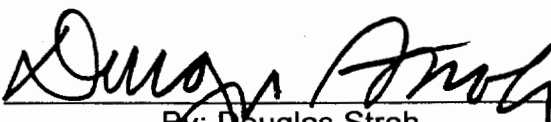
This Agreement entered into on 26<sup>th</sup> day of April month, in the year 2004.

**Owner/Contractor**

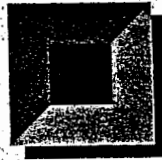
**Architect**



Bill Lee, Town Manager  
Town of Camp Verde



By: Douglas Stroh  
STROH ROGERS ARCHITECTS, INC.



**STROH ROGERS  
ARCHITECTS, INC.**

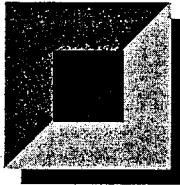
Douglas Stroh, NCARB  
Architect

132 S. Montezuma Street  
Prescott, AZ 86303

Tel: (928) 771-0548

Fax: (928) 778-3597

email: [architect@cableone.net](mailto:architect@cableone.net)



# INVOICE

Date	Invoice #
October 3, 2005	04137.07

## STROH ROGERS ARCHITECTS, INC.

<b>Bill To:</b>
Bill Lee Town of Camp Verde P.O. Box 473 S. Main Street Camp Verde, AZ 86322

Due Date	Project
10/13/2005	Marshal's Facility

DESCRIPTION	Qty/Hours	Rate	Amount
<b>ARCHITECTURAL SERVICES</b> Construction Services including site visit, RFIs and shop drawings review. (\$4515.00 @ six (6) equal monthly payments of \$752.50 each)			
2nd Monthly payment of 6		\$752.50	\$752.50
<b>ADDITIONAL ARCHITECTURAL SERVICES:</b> To re-do drawings based on a wood framed structure.			
PRINCIPAL ARCHITECT	8	\$110.00	\$880.00
PROJECT MANAGER	115	\$70.00	\$8,050.00
STRUCTURAL ENGINEERING - to change structure from CMU to wood framed.			\$2,360.00
Please Make Checks Payable To: Stroh Rogers Architects, Inc.			<b>BALANCE DUE</b> \$ 12,042.50



**FROST Structural Engineering, Inc**3160 Stillwater Drive  
Prescott, AZ 86305Phone: 928.776.4757  
Fax: 928.776.4931**Invoice**Invoice Number: **20051062**Date of Invoice: **9/28/2005**

Billed To:

**Stroh Rogers Architects, Inc.  
132 South Montezuma Street  
Prescott, AZ 86303**Project Name: **20005105.1 - Marshals Facility**FSE Project Manag... **SL**

Item#	Description	Lump Sum or R...	Quantity	Sub-Total
E242	Engineer - Lateral Analysis/Design Calculations for a Wood Framed Structure (billed as a lump sum).	840.00	1	840.00
E310	Engineer - Revisions to Structural Calculations (billed hourly).	90.00	8	720.00
D330	CAD - More Work on Plans in Addition to that Already Provided (billed hourly).	50.00	16	800.00

Payment Terms: **Within 30 Days**Total Amount Due: **\$2,360.00**

*Also, Please Note: This Invoice will be mailed each month until Paid in Full. Please contact our Office Manager if there are any questions regarding this invoice. As stated in "Terms and Conditions", a 1.5 percent surcharge per month can be added to late Invoices.*

# Weekly Time Card

EMPLOYEE NAME:

Mark Seman

TWO WEEK PERIOD:

September 22 - October 5

PROJECT #	PROJECT NAME	TH 22	F 23	SA	SU	M 26	TU 27	W 28	TH 29	F 30	SA	SU	M 3	TU 4	W 5	TOTAL
05-126	Lerner Residence					2.00	0.50		1.00							3.50
05-125	Yavapai Casino															0.00
05-122	Ponderosa Market															0.00
04-137	CV Marshal's Facility-Additional Services	3.00	2.00			4.00	4.00	3.00								16.00
04-137	CV Marshal's Facility-Contracted Services	1.00														1.00
05-104	CV Library	5.00	2.00			3.00	5.00	6.00	9.00							30.00
	General Office															0.00
MILEAGE:																
SUBTOTAL																50.50
VACATION																
SICK																
HOLIDAY																0.00
COMP TIME																
TOTAL																60.50

EMPLOYEE SIGNATURE:

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# Weekly Time Card

EMPLOYEE NAME:

Mark Seman

TWO WEEK PERIOD:

September 8 - September 21

PROJECT #	PROJECT NAME	TH 8	F 9	SA	SU	M 12	TU 13	W 14	TH 15	F 16	SA	SU	M 19	TU 20	W 21	TOTAL	
05-126	Lerner Residence					0.50										1.00	1.50
05-125	Yavapai Casino																0.00
05-122	Ponderosa Market																0.00
04-137	CV Marshall's Facility - Additional Services	8.00	8.00			6.50	8.00	8.00	8.00	3.00			8.00	9.00	5.00	71.50	
04-137	CV Marshall's Facility - Contracted Services								1.00	1.00			1.00		3.00	6.00	
	General Office					1.00										1.00	
MILEAGE:																	
04-137	CV Marshall's Facility - Site Visit																
<b>SUBTOTAL</b>																<b>80.00</b>	
VACATION																	
SICK																	
HOLIDAY																	
COMP TIME																0.00	
<b>TOTAL</b>																<b>80.00</b>	

EMPLOYEE SIGNATURE:

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# Weekly Time Card

EMPLOYEE NAME:

Mark Seman

TWO WEEK PERIOD:

August 25 - September 7

PROJECT #	PROJECT NAME	TH 25	F 26	SA	SU	M 29	TU 30	W 31	TH 1	F 2	SA	SU	M 5	TU 6	W 7	TOTAL
05-126	Lerner Residence	8.00	8.00			6.00	4.00	3.00	3.50					0.50		33.00
05-125	Yavapai Casino															0.00
05-122	Ponderosa Market					2.00	4.00	6.00								12.00
04-137	CV Marshal's Facility - Additional Services								4.00	8.00				7.50	8.00	27.50
04-137	CV Marshal's Facility - Contracted Services															0.00
	General Office															0.00
	MILEAGE:															
04-137	CV Marshal's Facility - Site Visit														116.0	
<b>SUBTOTAL</b>																72.50
VACATION																
SICK																
HOLIDAY	Holiday - Labor Day												8.00			8.00
COMP TIME																
<b>TOTAL</b>																80.50

EMPLOYEE SIGNATURE:

\_\_\_\_\_