



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Parks and Recreation

To: City Council

From: City Manager & Staff

Council Meeting Date: December 16, 2024

Re: Community Welcome Center Construction – Agreement with Simon Oswald Associates, Inc. for Construction Administration Services

Executive Summary

The Parks and Recreation Department is requesting approval of a resolution authorizing the City Manager to sign an agreement with Simon Oswald Associates, Inc. for construction administration services related to the construction of the Community Welcome Center at Clary-Shy Community Park. On May 6, 2024, City Council approved the construction of the 11,000 square foot Community Welcome Center at the agriculture park. The total project cost is \$5,019,932. The total cost of the construction administration services is \$84,600. Services provided by Simon Oswald Associates, Inc. will begin during the initial steps to bid the project and will conclude with the post-construction warranty walk-through and report.

Discussion

The Community Welcome Center construction project was approved by the City Council on May 6, 2024 and includes the construction of the 11,000 square foot facility and adjacent 52-car parking lot at Clary-Shy Community Park. The total estimated cost for the improvement project is \$5,019,932. Funding is provided through donations, totaling \$3,519,932, currently in the City's account with the Missouri Development Finance Board (MDFB) and \$1,500,000 in funding awarded to the Columbia Center for Urban Agriculture (CCUA) from Boone County's State and Local Fiscal Recovery Fund ARPA allocation.

The Parks and Recreation Department is requesting approval of a resolution authorizing the City Manager to sign an agreement with Simon Oswald Associates, Inc. (SOA) for construction administration services for the Community Welcome Center construction project. The construction administration services provided by SOA will include attending the pre-construction meeting with the contractor and City, reviewing and responding to product submittals and shop drawings, answering contractor requests for information, providing architectural supplemental information, reviewing change orders and reviewing pay applications. Simon Oswald Associates, Inc. will also schedule semi-monthly construction progress meetings and review the final punch list for construction items and documents. The total cost of the services is not-to-exceed \$84,600. The services provided by SOA will begin after execution of the agreement through the 10-month contractor warranty walk-through and report.

Fiscal Impact

Short-Term Impact: The total not-to-exceed dollar amount of the agreement is \$84,600.

Long-Term Impact: None



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Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Reliable Infrastructure, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
05/06/24	B90-24: Authorizing construction of a multi-use facility and 52-car parking lot at Clary-Shy Community Park; calling for bids through the Purchasing Division; amending the FY 2024 Annual Budget by appropriating funds. B90-24

Suggested Council Action

Approve the legislation authorizing the construction administration services agreement with Simon Oswald Associates, LLC.