



Agenda Briefing

Date of Meeting: May 3, 2022

Responsible Department: City Manager

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook, City Manager

Strategic Focus Area: Well Maintained Infrastructure

General Information / Subject:

BID AWARD:

Consider and take all appropriate action on a Bid Award to Randall Scott Architects, Inc. ("RSA") Request for Qualifications (RFQ) #2022-05 for Feasibility Study, Needs Assessment, Architectural Design for Public Safety/Municipal Court Complex in an amount not to exceed \$64,850 for Scope of Work and \$5,000 for Optional Basic Services, if needed for a total not to exceed of \$69,850 and authorize the City Manager to negotiate, approve and sign a contract.

Executive Summary / Background:

The City received proposals on March 2, 2022, for Feasibility Study, Needs Assessment, Architectural Design for Public Safety/Municipal Court Complex. This is for a firm to conduct space programming assessment to determine exact needs and requirements for a possible new Public Safety and Municipal Court Complex. The city currently owns land on the west side of SH 146 out of the existing floodplain and the study would produce a preliminary site plan and estimated cost.

Staff is requesting awarding the bid to Randall Scott Architects, Inc. The city received a total of 8 Statements of Qualifications and city staff selected the 3 following firms for interviews: Randall Scott Architects, BRW, and BVG4.

This project is listed on the city's Capital Improvement Program (CIP) as FAC27, and was a project that was created at the beginning of FY22. In the last strategic planning session, city facilities and long term planning were discussed with council and approved as a strategic goal for City Services.

The current location of the Police Department is in an area that given storm surge conditions will be subject to becoming an inoperable site for an extended amount of time. The staff and council discussed this vulnerability and the future growth of the city for both the Police Department and Municipal Court over the next 10-15 years given the current space constraints and it lead to a consensus for consideration.

The first step for determining the feasibility of a new complex, is a needs assessment and study of the current location and deeper look into future needs of the departments. Further, the firm will evaluate if the current land that the city owns will be feasible for a building given the needs derived from the study. Should this item be approved, and after completion of the study, this sizable capital improvement would have to be placed on a ballot for a Bond Referendum.

The life cycle and usefulness of the study should be considered in determining the approval of the Feasibility Study with the regard for a Call for an Election on a uniform election date of either:

Bond Election: November, 2022

Bond Election: May, 2023

Funding / Fiscal Information:

Account Number: Public Safety Fund (special)

Amount Budgeted: 75,000.00

Amount Requested / Required: 69,850.00

Funding Source (if not budgeted):

[Redacted area]

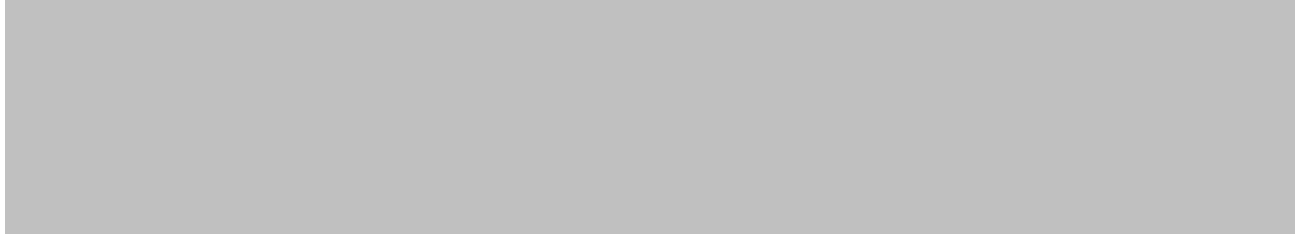
Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

[Redacted area]

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Staff Recommendation:



**APPROVED BY:
(as appropriate)**

Preparer or Department Director

Date

Building Official

Date

City Engineer/Asst. Dir. of PW

Date

City Secretary

Date

Community and Visitor Relations Director

Date

Director of Municipal Court

Date

Deputy City Manager

Date

EDC Director

Date

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Emergency Services Director

Date

Finance Director

Date

HR Director

Date

IT Director

Date

Police Chief

Date

Public Works Director

Date

Gayle Cook

04 / 29 / 2022

City Manager

Date

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