



Agenda Briefing

Date of Meeting: 03/19/2019

Submitting Department: Purchasing

Date Submitted: 03/08/2019

Prepared By: Liz Lopresti

Presenter: Jeff Galyean

Will there be a guest/visitor presenter who is not an employee?: Yes No

What is this person's first and last name and affiliation to this item?:

Subject: 2019-310-01 Interior Remodel of City Hall Architectural Services

Type of Item: Ordinance Resolution Contract/Agreement Public Hearing Discussion & Direction

Executive Summary: City Hall is running out of office space to accommodate current employees and potential future new employees. A remodel of the interior of City Hall will help us more efficiently use the space that we have, create more offices and create more conference rooms. This Agreement is for the initial design phase of the project and will provide options for the final design. Tim Broadhead Architects was determined to be the most qualified respondent to Request for Qualifications 2019-301-01.

Background/Issue (What prompted this need?): City Hall is running out of office space to accommodate current employees and future new employees.

Budget Analysis/Funding Comments: Council has previously approved a total of \$10,000 for initial design and development of construction drawings for this project.

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Expenditure Required: \$2500.00

Budgeted Amount: \$10,000.00 **Source of Funds/Funding Account:**

Not Budgeted: If approved, the following will be included in the next Budget Amendment and \$ will be added to Revenue Account: and \$ added to Expenditure Account:

1295 Form Required? Yes No

Name of Applicant (if applicable) :

Legal Description/Location (if applicable):

Supporting Materials Attached:

1. Contract
2. Form 1295
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Recommended Placement on Agenda: Bid Awards

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.

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Recommended Action: Award contract for Architectural Services for the Interior Remodel of City Hall to the most qualified respondent, Tim Broadhead Architect, in the amount of \$2,500.00.

REVIEWED AND APPROVED BY:
(as appropriate)

Department Director

Date

DocuSigned by:
Michael Gibbs
DAE0009BB7004D9...

3/13/2019

Finance Director

Date

Steven L. Weathered

3/13/2019

City Attorney

Date

DocuSigned by:
Sean Landis
8D524E40D42B498...

3/13/2019

Deputy City Manager

Date

DocuSigned by:
Gayle Cook
B8CE768D777F40E...

3/13/2019

City Manager

Date

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