

MEMORANDUM

TO: Donna Barron, City Manager

FROM: Keith Marvin, P.E., Director of Public Services

DATE: October 23, 2018

SUBJECT: **Authorization for Parkhill, Smith & Cooper, Inc. to Proceed With Phase 2 of a Professional Services Agreement for Architectural and Engineering Services for the Office Allocation and Land Utilization Study, in the Amount of \$71,774.**

BACKGROUND

As the City continues to grow, several departments have seen a need for additional staff and equipment. These additions bring the need for more space, and several departments have submitted budget requests for funding of additional space, or remodeling of existing space. During the FY 17/18 budget process the City Council approved funding in the amount of \$100,000, for a comprehensive space allocation and utilization study for several City facilities.

Phase 1 of this study was approved in the amount of \$76,930.00 at the May 21, 2018 City Council meeting. This study is reviewing several City facilities, including the Fred Herring Recreation Center, the Municipal Annex, and the City owned property along Valley Ridge Blvd. between Kealy Avenue and the wastewater treatment plant, including the Public Services and Parks Operations facilities.

The Phase 2 scope of work was included in the original agreement, however since funding was not available at the time of approval, the agreement required written authorization for the consultant to proceed with this additional phase.

ANALYSIS

The City published a Request for Qualifications for office space allocation and land use study in late 2017 and received four (4) proposals. Staff established a review committee made up of representatives from Parks, Public Services, Purchasing, and the City Manager's Office. The committee evaluated all the proposals, interviewed short listed firms, and selected Parkhill, Smith, & Cooper, Inc, of Frisco, TX as the most qualified firm to provide the service.

Staff then negotiated a scope of services and fee for the agreement. The proposed scope and fee exceeded the allocated budget for FY 17/18, so the scope was broken into phases. Phase 1 included facility condition assessments, staffing and space demand forecasting, and programming and

functional adequacy analysis. Phase 1 was approved by City Council on May 21, 2018 and is nearing completion.

Funding was requested during the FY 18/19 budget process for the second and third phases of the project. Phase 2 includes space master planning and conceptual designs for the space based on the work completed in the first phase. The original agreement includes the cost of \$71,774 for Phase 2.

Phase 3 of the project is associated with the Police and Fire departments. This third phase will include facility assessment, staffing projections, space demand forecasting, conceptual designs, and siting for a potential new combined public safety facility. This third phase will be approved under a separate agreement, with a total cost within the approval authority of the City Manager.

Funding for this work is available in CIP project G1809 – Space Allocation Study.

RECOMMENDATION

It is City staff's recommendation that the City Council authorize the implementation of Phase 2 as set forth in the caption above.