

TOWN *Of* **PARADISE VALLE**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Lisa Collins, Community Development Director
Brent Skoglund, Public Works Director
Paul Mood, Town Engineer
Jason Harris, Capital Projects Administrator

DATE: June 9, 2022

AGENDA TITLE:

Approval of Contract with Educational Furnishings of Arizona for the Town Hall Optimization Phase II Project

RECOMMENDATION:

Staff recommends Town Council approval of contract CON-23-003-ENG and to authorize the Town Manager to execute in the amount not to exceed \$75,000 and to waive the 14-day wait period to sign the agreement.

SUMMARY STATEMENT:

In 2017, the Town conducted a space needs assessment of Town Hall, which included current and projected staffing levels. The objective was to understand the space required to provide efficient and effective public services, account for anticipated growth, and provide space for records required to be retained under state law. As a result, a remodel was recommended to optimize the existing building's footprint and to repurpose some of the areas for workspaces.

In 2018, the Town Council considered a remodel of the Engineering/Public Works building as a \$1,500,000 Capital Improvement Project. This project was in response to the need for additional work spaces for engineering staff. In the interim, and during the Pandemic, two staff spaces for Public Works management were temporarily provided in a trailer out in the corporation yard.

In 2019, Town Hall Optimization Phase I included five new workspaces for IT staff while maintaining public space in the new lobby area and Community Room.

In 2022, Town Hall Optimization Phase II will include six new workspaces for Community Development staff to provide more efficient services as a 'one-stop shop' for customers and to provide better utilization of floor space.

The Town is utilizing a state contract which permits cooperative use by other governmental agencies. An Owners Allowance is included in contract amount to account for unforeseen items. The lead time for materials is up to twelve weeks. The work is planned to commence in the summer of 2022 and is anticipated to be completed September 2.

BUDGETARY IMPACT:

The project is budgeted in the FY23 Capital Improvement Program (CIP) under Town Hall Optimization Phase II as follows:

CIP Project No. 2023-05: \$75,000

Bond 2020 Series Funds

Award of contract is subject to the Town Council approval of the FY23 Budget.

ATTACHMENT(S):

A. Staff Report

B. Contract