



Legislation Text

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TO: Mayor Collins and Town Council Members

FROM: Kevin Burke, Town Manager
Paul Mood, P.E., Town Engineer
Jeremy Knapp, Engineering Services Analyst

DATE: January 11th, 2018

DEPARTMENT: Engineering

AGENDA TITLE:

Review CIP Project Related to Town Campus Remodel and Review Scope of Work of a Contract to DWL Architects in an Amount Not to Exceed \$420,000.00 for Architectural Services.

Town Value(s):

- Primarily one-acre, residential community
- Limited government
- Creating a sense of community
- Partnerships with existing schools and resorts to enhance recreational opportunities
- Improving aesthetics/creating a brand
- Preserving natural open space

The remodeling of the Town Hall Complex will improve the aesthetics and functionality of all buildings on campus, the main point of contact between our residents and town staff.

Council Goals or Statutory Requirements:

**Responsiveness to Residents
Infrastructure**

RECOMMENDATION:

Review proposed project and contract and determine if ready for action.

SUMMARY STATEMENT:

In 2016 the Town initiated a Space Study Needs Assessment which analyzed the Town Hall, Engineering/Public Works, and the Public Safety Building for both current and the next 10-20 years, to understand the space required to conduct the same operations but with a better level of service, at potentially larger scale and certainly with greater accumulation of records.

Once this task was completed, a space optimization analysis was completed which sought to

maximize the space that already exists. This included not just work space, but backroom space (phone, electric, IT, etc.).

The current utilization of the Town Hall Complex has had a series of additions and remodels to address single-minded issues. The Space Needs Assessment looked at the buildings in their entirety with the entire operation in mind and maximized the space identified.

Task three was a work flow analysis. The entrance to the Town Hall Building and flow of work can be quite clunky. It is not obvious where to go or who is available to help the customer. The Council Chamber is beautiful but awkward as it is surrounded by working offices and it blocks access to the main conference room facilities. The Community Room has become an important space for the organization, but its access and use can be less than optimal.

The results of this Space Study Needs Assessment were presented to Town Council in the spring of 2017. The next phase of the project is to begin the design of the improvements necessary to implement the results of the assessment. This particular project was discussed with Town Council during the CIP discussions in April and May of 2017. This project is included in the Fiscal Year 2018 CIP Budget for design of three phases as well as a generator replacement project.

The Architectural Firm, DWL Architects + Planners, was selected based on their qualifications in accordance with Arizona Revised Statutes Title 34 Chapter 603 which outlines the requirements for selecting professional services. Ten firms responded to the Town's Request for Qualifications, one submittal was determined to be non-responsive and the firm was disqualified. The other nine submittals were scored by a selection committee of town staff and the top five firms were interviewed by the selection committee. DWL Architects + Planners were selected based on their experience and expertise in similar projects.

BUDGETARY IMPACT:

This project is budgeted over four line items in three fiscal years within the Capital Improvement Plan. The line items include Town Hall Remodel, Public Works Remodel, Police Department Remodel, and the Public Works/Police Department Back Up Generator Replacement. Combined, these projects budgeted \$420,000 for design in Fiscal Year 2017/18. Approval of this agenda item will cost the Town \$420,000.

ATTACHMENT(S):

PowerPoint Presentation - Town Complex Remodel
Town Complex Remodel Contract Final