



## Legislation Text

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**File #:** 19-279, **Version:** 1

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**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Jill B. Keimach, Town Manager  
Paul Mood, Town Engineer  
Jason Harris, Capital Projects Administrator

**DATE:** June 13, 2019

**DEPARTMENT:** Engineering

**AGENDA TITLE:**

**Award of Design Contract for Public Works/Engineering Remodel**

**RECOMMENDATION:**

Authorize the Town Manager to execute a design contract with DWL Architects for Public Works/Engineering Building Remodel in the amount of \$88,933.

**SUMMARY STATEMENT:**

In 2016, the Town initiated a space needs assessment which analyzed Town Hall, Public Works/Engineering, and the Public Safety buildings for both the current and the future needs. The objective was to understand the space required to provide efficient and effective public services, account for anticipated growth, and provide adequate storage space for plans and documents.

The space needs assessment team looked at the buildings in their entirety with complete operations in mind and worked to identify opportunities to efficiently leverage the space identified.

For the Public Works building, the space study team identified the following challenges:

- Inefficient front lobby configuration
- Limited work space
- Undersized conference room
- Parts storage room is too small
- Sign shop is too small

The current fiscal year (FY2019/20) goal is to provide Town staff with schematic concepts and final design of a Public Works facility that will:

- Create new entry way and optimize lobby area
- Add efficient office space for anticipated staff
- Evaluate and add storage space to retain necessary records
- Add storage space for fleet parts

- Add new sign shop

The Town solicited and selected DWL Architects to perform the Town Campus Remodel in 2017. In the spring of 2018, Town Council reduced the scope to focus on optimizing the space in Town Hall only. Now that Town Hall is designed and is expected to be remodeled in FY2019/20, staff is requesting Town Council's approval of the design contract with DWL Architects to proceed with concept approval and design of the Public Works/Engineering building remodel in FY2019/20 with the intent to construct in FY2020/21.

The tentative project schedule is as follows:

July-Sept 2019	Schematic Design
Sept	Council review & direction
Oct-Jan 2020	Final Design
Jan	Council review & direction
Feb	Solicit bids through JOC
Mar/Apr	Council review JOC pricing
May	Council award JOC contract
July 2020	Construction starts

#### **BUDGETARY IMPACT:**

The FY2019/20 Capital Improvement Program budget of \$90,000 is for design only. A separate project for construction will be brought to Council for FY2020/21 consideration. Contingent on Council's direction, the budget impact is as follows:

CIP Project #2018-01      \$88,933 Design

Award will be contingent on the FY2019/20 Budget/CIP adoption by Town Council and a notice to proceed will be issued on or after July 1, 2019.

#### **ATTACHMENT(S):**

Presentation  
Contract