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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO:**  
Meeting Date: December 5, 2016  
Department: City Manager's Office

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**ITEM TITLE:** City Hall Architectural Services Selection

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**DISCUSSION/ISSUE:**

During November 2016, the City solicited proposals from experienced and qualified architectural firms, licensed in the State of Oregon, to perform architectural services and related professional services (design, engineering & project management) for the remodel and expansion of City Hall. The City received two proposals which were then scored and ranked according to the criteria contained in the Request for Qualifications/Proposals.

The results of the selection committee scoring, which was comprised of three (3) City staff members, is as follows (the firm with the highest score to be selected):

<u>Architect Firm</u>	<u>Score</u>
HGE, Inc.	271
RSA	213

The City Hall capital project will remodel the existing interior of the current facility, both the main floor and the basement, and add additional square footage to the west side of the building to provide for a new City Council Chambers. The design will encompass the following:

- Improved customer service with a single/multi-purpose area for customer interactions.
- Improved safety and security for staff and visitors; reduction of building access points.
- Building accessibility and ADA requirements.
- Improved workspace flow for staff with internal connectivity.
- Improved internal and external meeting spaces.
- Centralized records retention system.
- Updated City Council Chambers with modern technologies.
- Coordination in updates and replacements of items that are currently on the list as maintenance items, i.e. carpeting, siding repair, doorways, etc.

Staff has reviewed the qualifications of HGE, Inc., Architects, Engineers and Planners, and has in addition contacted previous project owners. The City's experience working with HGE, Inc. in the past has been favorable. The general results of the reference checks from previous project owners will be outlined at the City Council meeting.

If Council concurs with the staff recommendation to accept the architectural qualifications from HGE, Inc., the next step will be for the City Manager Project Manager to negotiate a contract

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that will include preliminary concepts with a budget estimate. If these prove favorable, then staff will return to Council for approval of a contract. If they are not favorable and negotiations fail, then the next highest scorer will be contacted. This process is part of both Oregon and Federal Regulations regarding solicitation for architectural and engineering services.

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**FISCAL IMPACT:**

Since this is the first step in a two-part process, a fee schedule for services has not been established. Once a favorable contract is negotiated, including fees for services, staff will bring the contract back to Council for approval. During the FY17 budget process the City budgeted \$150,000 for professional services for the City Hall project, which includes the Justice Center Round Room.

The adopted FY 2016-17 budget includes funding for the remodel and expansion of City Hall. The projected project cost for this project is approximately \$1.9 million.

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**RELEVANCE TO ADOPTED COUNCIL GOALS:**

The remodel and expansion of City Hall meets the 2016 Council Goal 5: Financial & Organizational Sustainability. Sustain and improve the City's financial position, City-wide policies, and the infrastructure networks to support current and future needs.

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**ALTERNATIVES:**

1. Award architectural services contract to HGE, Inc.
2. Award the architectural services contract to another qualified company.
3. Reject the received proposals and repost the RFQ for architectural services.

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**RECOMMENDATION:**

Staff recommends that the City Council accept the architectural qualifications from HGE, Inc. and authorize the City Manager and City Project Manager to negotiate a contract.

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**AIS PREPARED BY:** Megan Messmer, City Project Manager

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**CITY MANAGER'S RECOMMENDATION:**

- Approve                       Disapprove                       Other

Comments:

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**ITEMS ATTACHED:** None

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