



Department Source: Public Works

To: City Council

From: City Manager & Staff

Council Meeting Date: July 6, 2020

Re: Authorizing a Professional Architectural Services Agreement for Space Programming and Preliminary Design Services for the Customer Experience Center and a Recycling & Trash Collection Center at the City Government Center and Appropriating Funds.

Executive Summary

Staff is requesting Council authorize the City Manager to execute a Professional Architectural Services Agreement with our on-call architecture firm, Simon Oswald Architecture (SOA), to prepare space programming and preliminary designs for two areas within the City Government Center. Areas include a new concept of a customer experience center on the first floor and conversion of the old freight elevator for managing our recycling and trash removal.

Discussion

In response to recent Covid-19 challenges, staff is wanting to establish new procedures and is considering reorganization of publicly accessed services to the first and mezzanine floors to greatly limit public access on all other floors and decrease custodial cross traffic in departments while removing recycling. In order to support a proper social distancing environment, staff plans to create a Customer Experience Center and a recycling chute.

The proposal from SOA is to lead staff through preliminary services to establish a preliminary design for building modifications; the proposal cost is \$28,500.00, funds are being appropriated from Public Buildings major maintenance project account to the Daniel Boone Public Access Renovation project account. At completion of the services associated with this proposal, SOA will submit a new proposal for the remainder of services contingent on the scope of work staff believes best meets the project goals. Since the remodel project will require modification to existing mechanical and electrical systems, staff asked SOA to include a sub-consultant to SOA to contribute mechanical/electrical/plumbing (MEP) engineering expertise to the study.

Space programming will involve working with Community Development, Community Relations, Finance, Public Works and City Utilities departments to confirm the functions that are planned for the building modifications and identify important organizational relationships.

Preliminary design will be a process that involves creation of multiple diagrammatic floor plan options that support the workflow and organization established during Space Programming. Through the course of presentation, feedback, and refinement SOA will arrive at a diagrammatic floor plan layout that meets the goals and vision. MEP modifications will



be evaluated in order to support the selected floor plan layout. SOA will also review code requirements for egress.

Due to the historic significance of the space, the City's historic preservation committee will participate in review of modifications to the Daniel Boone portion of the building.

SOA will submit a Project Programming & Preliminary Design report including the following relevant information:

- Program of Space Needs for Customer Experience Center
- Preliminary Design Floor Plan of preferred layout
- Project narrative outlining remodel of spaces
- Schedule for the remainder of the project
- Opinion of Probable Construction Cost

Fiscal Impact

Short-Term Impact: The proposal cost is \$28,500. As mentioned, SOA will prepare cost estimates of the proposed improvements.

Long-Term Impact: Routine maintenance.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Mobility, Connectivity, and Accessibility, Tertiary Impact: Tertiary

Legislative History

Date	Action
n/a	None

Suggested Council Action

Authorize the City Manager to execute the Professional Architectural Services agreement with SOA for professional architectural consulting services related to space planning and preliminary design for the City Government Center and appropriating funds.