



## **REPORT TO CITY COUNCIL**

**TO: REPORT TO CITY COUNCIL**

**To: Honorable Mayor and Members of the City Council**

**From: Grant Yates, City Manager**

**Prepared by: Jason Simpson, Assistant City Manager**

**Date: June 11, 2019**

**Subject: Approve and authorize the City Manager to Execute a Professional Services Agreement for Architectural Services for Public Works Tenant Improvements to the Building located at 522 Poe Street.**

### **Recommendation**

Approve, Appropriate and Authorize the City Manager to execute a Professional Services Agreement for Architectural Services for Public Works Tenant Improvements to the Building located at 522 Poe Street in the amount of \$59,960.00, subject to approval as to form by the City Attorney.

### **Background**

Recently, the City purchased the building at 522 Poe Street adjacent to the Public Works facility. This is a substantial building offering many opportunities for office administration; in particular desperately needed office space for the Public Works Department. Improvements to this building require professional architecture services and design concepts to actual the full potential of the building. STK has provided a complete design and construction documentation service proposal. With this agreement Architectural Services will be contracted and will include the below design and construction documentation elements:

- Field measure to develop the existing floor plan & exterior elevations.
- Develop demo and improvement floor plans, reflected ceiling and exterior elevations.
- Develop path of accessibility from new parking lot to building entrance.
- Develop site accessible parking, signage and path of accessibility to entry door.
- Provide accessible restroom design.
- Design location and specifications and coordination with Structural Engineer
- Floor plan to identify floor finish, wall finish and interior window design.
- Develop Architectural specifications for bid package.
- Exterior elevations – 4 sides.

All of these functional areas will be included in the final construction and specification documentation utilized to construct the entire project. Close professional services coordination and Project management oversight during the design and construction documentation

development is needed to ensure clear, accurate and seamless documents for the bidding and construction oversight of the project.

**Fiscal Impact**

The services will be funded within the developer City Hall/Public Works Development Impact Fees in the City's Capital Projects Fund.

**Attachments**

- A – Agreement
- B – STK Architecture Inc. Dated 5/23/2019