



Professional Services Agreement LSW Architecture for City Hall Facility Planning Study

CITY COUNCIL WORKSHOP

SEPTEMBER 8, 2026

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Agenda

- Background
- Planning Study
- RFQ & Consultant Selection
- Planning Study Scope
- Next Steps & Questions



Background

- City Hall – Aging Facility
 - Constructed in 1967
 - Facility assessment identified aging infrastructure and deferred maintenance
- MEP Improvements
 - Windsor Engineers retained to evaluate and design major MEP upgrades
 - Design substantially complete
- Broader Facility Considerations
 - Significant investment required in existing facility
 - Interior improvements and staff relocation
 - Accessibility and life-safety needs
 - No comprehensive long-term facility plan



Planning Study



Council Planning Discussion — Questions regarding significant investment in an aging facility and its long-term value



Fire Station 41 — Future space available for potential reuse



Departmental Needs — Current and future staffing, space, and operational needs



Offsite Services — Court Services, IT, and other City functions



Near-Term Investment — Determine what improvements are needed now while considering the long-term strategy



Funding & Investment — Ensure City resources are invested wisely and support the long-term facility strategy

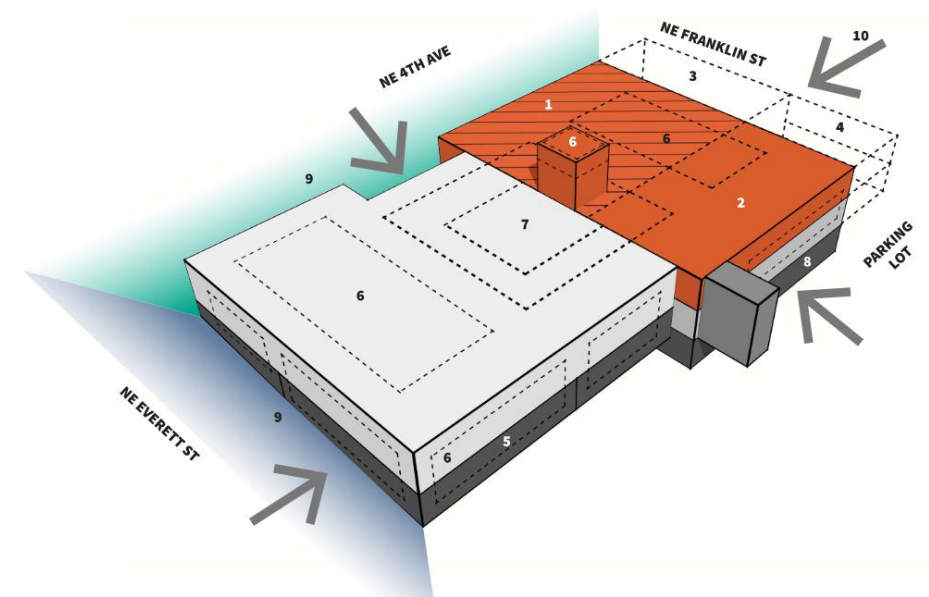
RFQ & Consultant Selection



- RFQ issued in February 2026
- 12 proposals received from qualified A&E firms
- 3 firms shortlisted and interviewed
- LSW Architecture selected as most qualified firm
- Final scope and fee negotiated with LSW
- Total Planning Study: \$224,868

Planning Study Scope

1. Project Framework
 - ✓ Vision – Priorities – Guiding Principles
2. Operational Needs
 - ✓ Departments – Staffing – Space Needs
3. Project Scenario Options
 - ✓ Facility Options – Partnerships – Level of Analysis
4. Evaluate Scenarios
 - ✓ Renovate – Replacement – UL – Community Center
 - ❑ Public Private Partnerships
5. Funding and Implementation
 - ✓ Final Report – Implementation Road Map



Next Steps & Questions

- Staff recommends bringing the LSW agreement forward for Council consideration on September 21, 2026
- Questions/Discussion

