



Staff Report

October 5, 2026 Council Regular Meeting

Professional Services Agreement LSW Architecture for City Hall Planning Study
Presenter: Justin Monsrud, Engineering Project Manager / Scott Collins, Public Works Director
Time Estimate: 10 minutes

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BACKGROUND: On September 8th, 2026, staff presented Professional Services Agreement (PSA) for the City Hall Planning Study at the City Council Workshop. The total not to exceed fee for the PSA was \$224,867.50. During the discussion, Council and Staff identified an opportunity to refine scope of work and focus the study on developing a financial strategy to support future decision making, prior to advancing potential options for more detailed evaluation. It was agreed to revise scope of work to establish high level understanding of the City's short- and long-term operational needs, potential value of City owned real estate within strategic locations, ongoing facility related operational expenses including facility maintenance (backlogged) and off-site leasing, and evaluating potential public/private partnership opportunities. This information will be utilized to develop a financial strategy and funding roadmap to provide framework for evaluating future decision making.

Staff met with Finance Committee on September 14th, 2026, to discuss the City Hall Planning study and proposed scope revisions. Following that meeting, staff worked with LSW Architecture to revise scope of work and fee.

At the September 21st, 2026 Council Workshop, an update was provided on the revised LSW's scope during staff updates. Council expressed general consensus with the revised approach and bring the item forward to the October 5th, 2026, Council Regular Meeting for Councils consideration.

For additional background on this topic please see staff report for Professional Services Agreement with LSW Architecture on the September 8th Council Workshop meeting (Workshop Topic Item #5):

<https://www.cityofcamas.us/meetings#docaccess-3fef720e9cf5aa8ee7b566130ce5eea8>

SUMMARY: The item before Council is a revised Professional Services Agreement with LSW Architecture for the City Hall Planning Study. The total not to exceed fee is \$113,710. The revised scope of work narrows focus of the planning study by deleting previously presented Task Order No.3-Project Scenario Options and Task order No.4- Evaluation of Scenarios, creating new task order work to develop a financial funding strategy.

The revised scope of work will focus on establishing high-level understanding of financial implications associated with potential facility strategies including renovation of City Hall, replacement of City Hall, relocation to an alternate site, and potential public/private partnerships. This analysis will also consider potential market value of the existing City-owned downtown properties, liquidation values, and understanding of the City's ongoing facility operational expenses (maintenance and leasing).

Below is a summary of revised task order work:

Task 1-Project Framework: Work with City leadership to establish priorities, goals, and guiding principles for future of City Hall and community needs. This task will establish decision making framework, project objectives, and communication approach between teams and departments.

Task 2-Operational Needs: Engage City departments to understand current functions, staffing, space utilization, and anticipated growth. The task will evaluate opportunities to consolidate offsite services (Court services, IT department, other functions) and will consider coordination with the future Public Works Operation Center design team to align departmental needs and facility strategies. This task will provide information on building square footage needed to support financial funding and cost estimating for task order No. 3 providing high-level understanding of both short term and long-term operational needs and facility requirements.

Task 3- Financial Strategy: Includes a deep dive into understanding funding implications for various potential projects. Task order work will include but not be limited to following:

- **Market and Real Estate Analysis:** meet with selected property owners, developers, and brokers to understand market parameters and real estate opportunities (up to eight meetings scoped).
- **Rough Order Magnitude Cost Estimating:** develop planning level cost estimates using square foot price ranges for financial analysis (not based on engineering and design concepts or formal building assessments). Potential scenarios include:
 - City Hall Remodel
 - City Hall Replacement
 - UL Building Tennant Improvements for Operation Center and City Hall (Operation Center to be scoped by others)
 - UL Building Tennant Improvements for Operation Center Only (Operations Center to be scoped by others)
 - Existing privately owned building (TBD)
- **Public/Private Partnership Opportunities:** evaluate potential partnership opportunities that could affect funding strategy.
- **Property Liquidation Assessment:** evaluate potential market values of downtown core properties (fair market and liquidation values).

Task 4-Evaluate Scenarios: Future amendment and revised scope of work.

The final deliverable will be a funding strategy report summarizing funding approaches, financial considerations, and information necessary to support informed decision making. This scope of work will not select a preferred alternative. Any future project, funding commitment, or property transaction would require additional evaluation and approvals by City Council. Further assessment will be needed in future (amendment) to advance early work into assessment and design phase.

BENEFITS TO THE COMMUNITY: This planning effort will help ensure future investments in City Facilities are strategically aligned with long-term operations and community needs.

STRATEGIC PLAN: This study aligns with strategic plan priority “Stewardship of City Assets”.

POTENTIAL CHALLENGES: Balancing known backlogged maintenance (near term investment) and ongoing operational costs while generating a long term funding strategy is a key challenge to ensure investment is targeted to get return on dollars spent.

BUDGET IMPACT: The planning study scope of work is \$113,710 and is funded through General Fund through the Engineering Divisions operating budget

RECOMMENDATION: Staff recommends this item be placed on October 19th, 2026, regular meeting consent agenda.