



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

DATE: January 13, 2026

SUBJECT: Motion to award contract to CPZ Architects to create a Design Criteria Package (DCP) for the new or rebuilding public safety facilities and a possible new administrative building in an amount not to exceed \$1,000,000. -
Administration

CITY MANAGER RECOMMENDATION:

The City Manager recommends awarding a contract to CPZ Architects to develop a Design Criteria Package (DCP) for new or reconstructed public safety facilities, and possibly a new administrative building, for an amount not to exceed \$1,000,000. The proposed scope of work costs \$922,729, and an additional contingency of \$77,271 is requested.

BACKGROUND OF ITEM:

The City has determined that:

- It is in its best interest to maintain a single, centrally located Fire Station; however, the station needs capacity and quality upgrades to serve our firefighters effectively. The fire assessment fee was increased to help fund these improvements.
- The police station, built in 1999, needs upgrades or replacement.
- Parking at Suellen is inadequate for all residents attending programs at the park.
- Administrative offices built in 1973 are inadequate for the current staff.

Therefore, staff recommended that the city pursue a design-build approach to implement these improvements. State law requires that, before issuing and entering into a design-build agreement, the city must prepare a DCP (equivalent to 30% design level) to serve as the foundation for the design-build agreement and Guarantee Maximum Price (GMP).

The City issued a solicitation for architectural services to develop a DCP for its public safety facilities near Suellen Park. On August 26, 2025, the City Commission approved the selection of CPZ as the top firm for these services. The CPZ bid included several subcontractors, including Kimley-Horn and Associates, TRC Structural, CMTA for mechanical, electrical, and plumbing, Terracon for geotechnical work, and CMS as the cost estimator.

City staff met three times with the CPZ team and is comfortable with the scope of work, schedule, and cost of the services.

ANALYSIS:

Scope of Services:

- CPZ will evaluate the condition of the current public safety facilities, compare the costs of needed upgrades with constructing new facilities, and suggest a plan to the City Commission.
- CPZ will assess whether it is feasible to add office space, a new commission chamber, a new parking structure, or any combination of these options within the footprint designated by the city. Alternatives and cost estimates will be provided to the city commission for a decision.
- CPZ will create a design criteria package for a design-build firm to bid on the chosen option.

Schedule of Work

- The process of selecting the alternatives will be finished within 3 months of the City Commission's approval.
- The Design Criteria Package will be finished five months after the City Commission selects the alternatives.
- The selection of the Design/Build consultant will occur within 30 to 45 days after the completion of the Design Criteria Package.

Pricing:

- The assessment of architectural options and design criteria package will cost \$674,364.
- Site Plan approval costs \$94,470.
- The traffic study for the new Administrative Building costs \$45,875.
- Construction oversight to ensure compliance with DCP \$108,020.

STRATEGIC PLAN:

Priority 3: A Strong Sense of Place

FISCAL IMPACT:

The FY25 budget for this project was \$1,200,000. Net activity for FY25 was \$17,873, leaving a balance of \$1,182,127 to be rolled over to FY26's budget. Additionally, we will allocate \$500,000 from the General Fund Balance to cover the non-fire department portion of the work.

Accounting for this will involve an appropriation of \$500,000 from the General Fund fund balance, offset by a \$500,000 expenditure to the General Government Transfer to Capital Projects. This includes a \$500,000 transfer into Fund 300 and an equivalent \$500,000 increase to the Design - Public Safety Complex line item.

With the additional \$500,000 transfer, the budget for designing the Public Safety Complex increases from \$1,182,127 to \$1,682,127 for FY26. By approving this contract, we are allocating \$1,000,000 from the remaining balance.

For simplicity, we are showing the Appropriation line item and the transfer line items as zero to start.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
001-000-386980-386 Appropriation from Fund Balance	\$0	\$500,000	\$500,000
001-190-593300-581 General Govt Xfer to Capital Projects	\$0	\$500,000	\$500,000
Interfund Transfer In – General 300-000-381001-381	\$0	\$500,000	\$500,000
300-510-600000-002-PSCOD Design Public Safety Complex	\$1,181,127	\$500,000	\$1,682,127
300-510-600000-002-PSCOD Design Public Safety Complex	\$1,682,127	\$1,000,000	\$682,127

ALTERNATIVES:

Maintain the facilities as they are today.

ATTACHMENTS: