



Agenda Report

Agenda of: May 13, 2025

Department: Administration

Subject: Discussion and appropriate action to award a contract for service for the design, and construction of the city hall remodel and potential future library expansion.

Recommended Motion: I move to authorize staff to negotiate and enter into a contract with McKinstry for the design and construction of the City Hall project, as recommended based on the City's RFQ evaluation rubric

Background: On May 2, 2025, the City received five responses to its Request for Qualifications (RFQ) for High-Performance Design-Build (HPDB) services for the City Hall remodel. Respondents included McKinstry, Ameresco, Schneider Electric, Pugh Constructors, and Frontline Holdings. All proposals were reviewed against a standardized rubric included in the RFQ.

McKinstry received the highest evaluation score based on their experience with municipal facilities, strong team structure, historic sensitivity, and robust training and post-construction support. Ameresco and Schneider Electric tied for second place and demonstrated excellent capabilities, especially in energy analytics and implementation. All firms were deemed responsive, but not all scored equally in terms of risk mitigation, operational KPIs, and depth of team integration.

Evaluation Rubric and Results:

Firm	Total Score (out of 100)
McKinstry	99
Ameresco	96
Schneider Electric	96
Pugh Constructors	88
Frontline Holdings	79

Staff Recommendation: Staff recommends that the City proceed with negotiations with McKinstry, the highest-scoring and most comprehensive respondent to the RFQ. McKinstry demonstrated excellence in all evaluation areas including technical approach, historical sensitivity, municipal experience, and long-term cost-efficiency. Alternates, should negotiations fail, include Ameresco or Schneider Electric.

Fiscal Impact: TBD. The City Hall remodel will likely cost between \$1.5 million and \$3 million. Whichever partner is chosen will be tasked with helping to identify grants and other funding sources for the project. While this is a professional services contract and should not be chosen on the basis of price, the City can expect to spend between 15% and 20% of the anticipated final cost of the project on these services e.g. between \$225,000 and \$600,000. The City has earmarked the general fund interest which is in excess of \$200,000 as of today, for this project.

☐ **Budgeted** ☐ **Requires Budget Amendment**

Source of Funding: Account Code:

Attachments: RFQ Comparison

Urgency (0-5 = Low Urgency to High Urgency): 3

Impact (0-5 = Low Impact to High Impact): 3

Submitted by: R. Scott Dixon