



# Agenda Report

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**Agenda of:** September 09, 2025

**Department:** Administration

**Subject:** Discussion and take appropriate action on approving a proposal submitted by Pugh Constructors, Inc. for Design-Build Master Plan Services.

**Recommended Motion:** I move to approve the proposal submitted by Pugh Constructors, Inc. for Design-Build Master Plan Services.

**Background:** On May 13, 2025, the City Council established a Design-Build Selection Committee comprised of Councilman Phil King, Councilman Houston Marchman, and City Administrator Scott Dixon to evaluate RFQ responses and select a design-build partner for the City Hall renovation.

Following interviews with top-ranked firms, the committee recommended the team of Pugh Constructors and Ford, Powell & Carson, which the City Council subsequently approved. The attached proposal represents the first phase of work to be performed by the selected team and includes master planning and conceptual cost estimating services to advance the project to a 30% design milestone.

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## Proposal Summary:

- **Master Planning Services** – \$30,000
- **Conceptual Estimate of Probable Cost** – \$15,000
- **Reimbursable Expenses Allowance** – \$1,000
- **Total Contract Amount** – **\$46,000**

The proposed scope includes development of a high-level building master plan specific to the City Hall facility and a corresponding conceptual estimate to inform future design and funding phases.

The services will be completed over a 10-week period (6 weeks for master planning and 4 weeks for estimating), and any unused reimbursable amounts will be credited back to the City.

**Fiscal Impact:** Total proposed cost is **\$46,000**. This amount will be paid from interest income previously earmarked by the City Council for this project.

☐ Budgeted   ☒ Requires Budget Amendment

**Source of Funding:** General Fund Interest Income

**Attachments:** Proposal from Pugh Constructors and Ford, Powell & Carson dated September 2, 2025

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

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

**Submitted by: R. Scott Dixon**