



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: January 18, 2022

Agenda Item Wording: Consideration and discussion regarding approval of a Proposal for a City Hall Needs Assessment from HDR Engineering, Inc. and authorization of City Staff to negotiate and execute a Professional Services Agreement with HDR Engineering for a City Hall Needs Assessment and to issue Task Orders #1 and #2. *Sponsor: Mayor Foulds, Jr.*

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: The city has been working on possible locations for a new city hall. In order to know how much space is needed for a building and associated parking and to evaluate possible sites for their suitability, a city hall needs assessment needs to be conducted. Keenan Smith, Architectural Consultant, and I procured a proposal from HDR Engineering for a needs assessment. We recommend hiring HDR Engineering to conduct a needs assessment and develop a space program, (Tasks 1 and 2 in their proposal). The total cost for these tasks is \$22,860.

Mayor Foulds, Mayor Pro Tem Manassian, Keenan Smith, and I met with Chris Casey, Civic Principal at HDR Engineering, and reviewed the process for the needs assessment, HDR Engineering's qualifications, examples of similar civic work they have conducted, and the proposal.

I recommend that the budget be amended to authorize the expenditure of Capital Improvement Funds for the needs assessment.

Once Tasks #1 and #2 are completed, the city has the ability to issue a Request for Proposals for the work outlined in Tasks #3 through #6 or to continue using HDR Engineering.

Commission Recommendations: N/A

**Recommended
Council Actions:**

Approve the proposal for a city hall needs assessment from HDR Engineering and authorize staff to negotiate and execute the Professional Services Agreement with HDR Engineering and issue Task Orders #1 and #2.

Attachments:

Professional Services Agreement, Proposal and Presentation from HDR Engineering.

Next Steps/Schedule:

Notify HDR Engineering of City Council's decision; if approved, execute the agreement and issue a notice to proceed.