

Staff Report

Subject: Approval of Task Order #1 for Greenline Architecture for the renovation design of the Administrative Building

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Department: Various

Meeting Date: February 21, 2023

Item Description: Task Order #1 for Greenline Architecture for the renovation design of the Administrative Building

Summary Recommendation: Staff recommends award of Task Order #1 for Greenline Architecture for the renovation design of the Administrative Building.

Executive Summary/Background:

- Staff requested a proposal from Greenline Architecture to design the renovations/additions to the Administrative Complex on the 802 South Laurel portion of the building based off of their work on the design of the 804 South Laurel space.
- This scope of work not only includes a renovation of the current space, but an expansion of approximately 3,150 SF in the rear of the building.
- The area currently operating as the bank will be renovated to house the County Tax Assessor and Tax Commissioner departments as well as support spaces.
- The proposal submitted by Greenline Architecture has a not to exceed total of \$124,000.

Alternatives for Commission to Consider

1. Approval of Task Order #1 for Greenline Architecture for the renovation design of the Administrative Building for a NTE total of \$124,000
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: County Manager, Purchasing, Finance

Funding Source: SPLOST

Attachments: Task Order #1 and Proposal