



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: NOVEMBER 3, 2022

RE: RESOLUTION NUMBER 22-82: APPROVING A PURCHASE IN EXCESS OF \$50,000 FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR THE UTILITIES ADMINISTRATION HEADQUARTERS BUILDING AT 901 BATES AVE

Introduction:

Resolution Number 22-82 approves an expenditure in excess of \$50,000 for professional architectural services for the Utilities Administration Headquarters Building at 901 Bates Ave and authorizes the City Manager to execute all agreements with KMF Architects to assist in the project design.

Background:

This project includes design of a 2,000 to 2,500 square foot office building, parking for staff and visitors, general local area sitework, and landscaping and irrigation systems. The building will include the following: total occupancy of 6 people; four administrative offices; lobby; supply closet for office essentials; plotter room for wide format plotter, printers, and digital file storage cabinets; small kitchenette without seating; conference room for 8-10 people; small server room with air conditioning; and male and female restrooms without showers. This building will also serve as a secure location for responders during emergency storm situations. The conference room should be enough space for responders to reside during an emergency while they are “locked in” to deploy after the storm has passed. The scope of work for professional architectural services includes:

- **General**
 - KMF will provide architectural services and project management.
 - TLC Engineering Solutions will be a consultant for structural, mechanical, plumbing, electrical, and limited technology.
 - Murray Design Group, Inc will be a consultant for landscape architecture and irrigation.
 - Project to be concluded within 9 months of notice to proceed.
 - Extended schedule due to any reason on behalf of the owner may result in additional compensation to KMF.
 - KMF shall invoice the City monthly or upon each deliverable per agreement.
- **Deliverables**
 - Ten percent concept design package including site and building plans and elevations only
 - Thirty percent, sixty percent, ninety percent, and permit submittals
 - Standard bidding assistance and standard construction administrations not to exceed four site visits during construction

Recommended Action:

Staff recommends approval of Resolution Number 22-82.

Policy Implications:

Not applicable.

Alternatives:

1. Approve Resolution Number 22-82
2. Deny Resolution Number 22-82

Discussion of Alternatives:

1. Alternative 1 approves the Resolution.

Advantages:

- Building will provide a combined office area for Utilities Administration.
- Building will provide a secure location for responders during emergency storm situations.

Disadvantages:

- Fiscal impact of the project.

2. Alternative 2 denies the Resolution.

Advantages:

- The City would not expend \$79,300.

Disadvantages:

- There will not be a combined office area for Utilities Administration.
- There will not be a new, more secure location for responders during emergency storm situations.

Budget/Staff Impact:

The funds for this project were included in the approved Capital Improvement Budget in account number 042-8600-533-66-44.

Prepared By:

Melissa Fuller, Sr. Staff Assistant – Water Department

Reviewed By:

Greg Dobbins, Deputy Director Water/Wastewater
Rick Gierok, P.E., Director of Public Works/City Engineer

Attachment(s):

Resolution Number 22-82

Available Upon Request

KMF Architects Professional Architectural Services – Utilities Administration
Headquarters Building Proposal