



March 30, 2022

Scott Dunlop
Interim City Manager / Development Services Director
City of Manor
Phone: 512-215-8262
E-mail: sdunlop@cityofmanor.org

SCOPE & PROPOSAL LETTER

Dear Mr. Dunlop:

After review of your project criteria, PGAL is pleased to submit this detailed scope for providing a **Space Needs Assessment and Facilities Master Plan**. The scope of services and fees required to perform these services are based on the information provided by the City.

PROJECT UNDERSTANDING

With a population of approximately 14,000 residents, the City of Manor anticipates continued growth. The goal of the assessment is to determine the space needs for City staff and facilities in the current year and at future population benchmarks.

The City departments that will be studied are the following: City Manager, City Secretary, Finance, Human Resources, Information Technology, Utility Billing, Municipal Court, and Heritage and Tourism, Development Services, Public Works, Police, Library, Parks & Recreation (exist today?)

The City owned buildings that will be documented for size, floor plan, and staff/space allocation are the following: City Hall (105 E. Eggleston Street), Police Department Building (402 W. Parsons Street), Public Works (416 Gregg Street)

Currently Municipal Court occurs in current Council Chamber

Currently there is no Library or Recreation facility

CHARACTER AND EXTENT OF SERVICES

As an overview of the process of creating the final *Space Needs Assessment and Facilities Master Plan*, Basic Services will include the following:

- A. Fact Collection Phase:
 1. Gather existing documentation and drawings of existing facilities from City.
 3. Identify use of each existing building/space by interviewing key City staff.
 4. General field verification of existing drawings provided by the City to update plans to current layout.

ALEXANDRIA
ATLANTA
AUSTIN
BOCA RATON
CHICAGO
DALLAS/FORT WORTH
DENVER
HOBOKEN
HOUSTON
LAS VEGAS
LOS ANGELES
SALT LAKE CITY
SAN DIEGO

5. Meetings with the City staff and tours of existing buildings and property to determine and document the basic code condition and use limitations of existing buildings and property.
 6. Conduct Level I building assessments.
- B. Standards Development Phase:
1. Inventory existing office and work station sizes.
 2. Recommend planning standards for Manor offices and work stations.
 3. Determine appropriate Population Benchmarks for space needs forecasting.
- C. Preliminary Needs Assessment Phase:
1. Forecast projected departmental space needs for selected Population Benchmarks by collaborating with key City staff.
 2. Create initial concept for project(s) road map to provide identified Space Needs.
 3. Develop a preliminary *Space Needs Assessment and Facilities Master Plan* document for review by the City.
 4. *Space Needs Assessment and Facilities Master Plan* to include graphic analysis, graphic conclusions, and written report.
 6. Develop preliminary order of magnitude budget estimate (based on cost per square foot assumptions) for implementation of the *Space Needs Assessment and Facilities Master Plan*.
 7. Present draft *Space Needs Assessment and Facilities Master Plan* to City Council for feedback.
- D. Final Needs Assessment Phase:
1. Prepare final *Space Needs Assessment and Facilities Master Plan* incorporating City comments.
 2. We will provide PDF of the final *Space Needs Assessment and Facilities Master Plan* (in for Screen and for Print format)
 3. Present final *Space Needs Assessment and Facilities Master Plan* to City Council.

With the Needs Assessment covering all City Departments, and therefore multiple potential building types, specific department/facility considerations are chronicled below:

General

- PGAL will look at other sites within the city including any other existing public entity facilities and/or sites; one site test fit per facility/project.

- PGAL will incorporate emergency management operations and make recommendations with cost estimates on the incorporation of an emergency operation center either within an existing facility or “stand-alone”.
- PGAL will include allowances for information technology usage in the facilities budget estimates to allow City with funds to keep current with information technology advances.
- PGAL will consider and make recommendations on existing locations of city departments with existing and/or future buildings.

City Hall

- Assess existing and future space needs for future personnel needs. PGAL will incorporate future staffing needs and departments from the city to incorporate into the Plan’s recommendations and cost estimates.
- Assess the existing and future space needs for Council Chambers and future events and meetings. Assess and make recommendations with budget estimate line item for allowance for upgrading informational technology to provide better customer services for residents, businesses, and visitors.
- Assess existing and future space needs of municipal court proceedings in Council Chambers.
- Assess and make recommendations on existing and future needs of conference room space. The City Hall Conference Room is heavily utilized. Provide recommendations on upgrades with technological improvements to such conference room to allow for more effective meetings.
- Work with staff to list potential reallocation/reconfiguration and uses for the existing City Hall.
- Do one site test fit of the determined project square footage on a potential site.

Development Services

- Assess and make recommendations on current and future space needs for the Development Services Department with regards to new personnel, including Engineering personnel, and additional equipment in the future including large format printers.
- Assess and make recommendations on reintegrating Development Services back into City Hall and not a part of Public Works. Engineer personnel can be considered in either location.
- Do one site test fit of the determined project square footage on a potential site.

Police

- Assess and make recommendations on current and future space needs for the Police Department with regards to personnel growth, equipment, vehicles, security measures, department adjacencies, site requirements, and space standards.
- Animal Control program based on go-by facility that City Police see as appropriate.

Public Works

- PGAL will assess the existing and future space needs for future personnel growth, equipment, materials, vehicles (on and off-road), etc. PGAL will assess and make

recommendations with costs estimates on future growth and upgrades to public work's facilities located on the site to include but not limited to fueling station, stock-pile space for materials, space usage for on and off-road equipment, storage, and so forth.

- Assess and make a recommendation on a city warehouse for storage space used by all city departments.
- PGAL will assess and provide recommendations on continuing to house Streets and Parks personnel in a separate building or within a single building.
- Do one site test fit of the determined project square footage on the existing site.

Library

- Assess future space needs for a library, including space for a collection, community services, computer stations, and personnel growth.
- Assess and make recommendations on space for a public meeting area (including small study areas, medium-sized group meeting areas and large event areas), incorporating technological improvements to such areas.
- Assess and provide recommendations for either building a separate library or incorporating the library with an existing or future facility, like City Hall.
- Assist City with hosting one Public Outreach Meeting
- Do one site test fit of the determined project square footage on a potential site.
- Sub-Consultant involvement: PLAN will assist with the Library Needs Assessment and attend up to three client meetings.

Multigenerational Recreation Center

- Assess future space needs for a multigenerational recreation center including meeting room, kitchen, multi-purpose room, gymnasium with flexible configurations, exercise and weight room, senior citizen's room, childcare room, teen/game room, and restrooms.
- Assist City with hosting one Public Outreach Meeting
- Do one site test fit of the determined project square footage on a potential site.

BUILDING ASSESSMENTS

Building assessments will be provided to existing facilities based on the intended use. Included in the Basic Services is a Level I assessment of the existing City owned buildings. Level I assessment includes a general architectural review of the building condition including the following: interior finishes, exterior materials, and potential accessibility violations. Level I assessments will not include engineering analysis of the buildings or systems.

Levels II and III assessments can be provided as an Additional Service.

Level II assessment option includes a more detailed architectural, structural and MEP review of building conditions and systems. This will include a detailed review of equipment, electrical panels, exterior skin, roof, and structure.

A Level III assessment includes testing of equipment, environmental testing and accessibility evaluation (by a Registered Accessibility Specialist).

COMPENSATION

Basic Services:

We propose to perform the Basic Services for developing the facilities plan as follows:

	SHARED	CITY HALL	POLICE	LIBRARY	REC CENTER	PUBLIC WORKS	TOTAL
A- FACT COLLECT		\$2,000	\$1,000			\$1,000	\$4,000
B- STANDARDS DEV	\$2,000						\$2,000
C - PRELIMINARY		\$7,000	\$4,000	\$6,000	\$4,000	\$3,500	\$24,500
D- FINAL		\$4,000	\$4,000	\$4,000	\$3,000	\$2,500	\$17,500
PUBLIC OUTREACH				\$1,000	\$1,000		\$2,000
TOTALS	\$2,000	\$13,000	\$9,000	\$11,000	\$8,000	\$7,000	\$50,000

This fee does not include any reimbursable expenses incurred on behalf of this project.

Reimbursable Costs:

We would expect to be reimbursed for any out-of-pocket expenses we incur on behalf of the project such as cost of reproduction, photography, color graphic work, plotting, special handling or delivery and mileage. Reimbursable expenses will be billed at our cost, plus a 10% service charge. Expenses required for this project are estimated to be \$1,000.00.

Assumptions:

Our proposal is based on the following assumptions:

The City will provide existing facility/site as-built drawings as a starting point for PGAL use.

The City will provide property boundaries and flood plain information for two 5-acre potential sites for use in test fits.

Additional Services:

If services other than those described as Basic Services are requested by the City, they will be billed in addition to the above compensation in accordance with the attached rate schedule.

Additional Services include but are not limited to the following:

Level II building assessments can be conducted for \$4,000.00 per building.

Level III building assessments.

Third party cost estimating.

3d Renderings

MEP and Structural Engineering

Civil Engineering

IT Consultant

PROJECT SCHEDULE

We are prepared to deliver this project in accordance with your requirements. The availability of City staff for interface with our team is important for us to complete the Needs Assessment in a timely manner.

Thank you for the opportunity to serve the City of Manor. Please don't hesitate to call should you have any questions regarding this proposal. My cell phone number: 512-484-0108.

Sincerely,

A handwritten signature in black ink, appearing to read "Cris Ruebush". The signature is fluid and cursive, with the first name "Cris" and last name "Ruebush" clearly distinguishable.

PGAL

Cris Ruebush AIA, LEED AP