



## CITY COUNCIL AGENDA ITEM COVER SHEET

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**FROM:** Chad Bedlington, Director of Public Works

**DATE:** March 27, 2024

**AGENDA ITEM TITLE:** Consultant Agreement – Mackenzie Inc, Space Needs Assessment (Phase 1)

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### SUMMARY

In August of 2023 the City issued a Request for Qualifications (RFQ) to partner with a qualified architectural and engineering firm to evaluate space needs of the City. The City selected MacKenzie Inc. to perform the scope of work for the project. This is considered a phase 1 Programming project. Programming is a critical phase in any public project, and establishes the vision, goals, needs, and priorities necessary in the subsequent design process. Efforts during this phase will serve as a foundation to the project and a first step in stakeholder engagement and consensus building in support of the project objectives.

This space needs assessment includes review of a future City Hall and the needs of our Fire Department facilities, as well as the general Public Works campus. The assessment will be completed collaboratively with City Administration, Staff, and the Fire Department. Phase 2 of this project (pre-design) was originally discussed during the 2024 budget process but was decided to be removed due to budget constraints. The proposed Assessment is only for the first phase of exploratory work needed to help define the project and future needs of the City.

### FISCAL IMPACT

There is \$32,500 allocated in the 2024 budget to perform this task. Phase 1 of this project as proposed has a fee of \$26,500 which falls within the allotted budget.

### RECOMMENDATION/ACTION REQUESTED

Approve the Mayor to execute the Consultant Agreement and begin planning work on the facilities planning.