



## FACILITIES

**To: Mayor and Town Council**

**From: Chuck Ewings, Assistant Town Manager**

**Through: Mario Canizares, Town Manager**

**Re: PSA with GFF Architects for Police Department Facilities Needs Assessment**

**Town Council Meeting – December 10, 2024**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon authorizing the Town Manager to enter into a Professional Services Agreement with GFF Design to conduct a facility needs assessment for the Police Department in the amount of \$78,500.

**Description of Agenda Item:**

In preparation for the proposed bond election in 2025, the Police Department is seeking to assess current and future space needs to include for potential funding. GFF Design is recommended to conduct the assessment and provide preliminary estimates for the future expansion of the Police Department Headquarters building. The project also includes a site master plan and conceptual designs.

The intent is to identify space need projections for the Police Department to build-out of Prosper. Additionally, appropriate phasing will be considered to ensure costs can be managed to ultimate build-out.

The Town received eight proposals from architectural firms. Attached you will find the scoring matrix utilized to determine the selected architects.

**Budget Impact:**

Project will be funded from account FC202524-DESGN-PROFS in the amount of \$78,500. This funding was designated and approved as part of the FY 2025 CIP utilizing unprogrammed public safety funds. The Council CIP Subcommittee approved allocating these funds for this purpose on November 11, 2024.

**Legal Obligations and Review:**

Utilizing standard agreement.

**Attached Documents:**

1. Professional Services Agreement
2. Proposal
3. Scoring Matrix

**Town Staff Recommendation:**

Town Staff recommends that the Town Council approve authorizing the Town Manager to enter into a Professional Services Agreement with GFF Design to conduct a facility needs assessment for the Police Department in the amount of \$78,500.

**Proposed Motion:**

I move to approve/deny authorizing the Town Manager to enter into a Professional Services Agreement with GFF Design to conduct a facility needs assessment for the Police Department in the amount of \$78,500.