

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

Meeting Date: April 15, 2026

**Submitted By:**

Staff, on behalf of Mayor Gavin Massingill

**Agenda Item:**

Discussion and possible action on council recommendations related to the City Hall improvement project

**Description:**

This agenda item allows City Council to discuss the potential improvement or reconstruction of City Hall. At its February 18, 2026 meeting, Council reviewed the preliminary needs assessment spreadsheet, which outlined space requirements, functional considerations, and identified deficiencies in the existing facility. That review provided a brief summary of the City's and Westlake Fire Department's needs for the facility.

During its March 25, 2026 meeting, Council authorized staff to issue a Request for Qualifications (RFQ) for owner's representative services for the City Hall improvements. A proposed draft of that RFQ is attached to this agenda item for Council's review and comment. Once Council has reviewed and approved the content of and requests made in the RFQ, staff will work with the City's legal counsel to approve the RFQ as to form. Please note that some dates are highlighted in yellow in the RFQ document – those dates are highlighted as they have yet to be finalized.

Also for this meeting, Council is invited to further discuss some basic questions regarding the City Hall project, such as:

- Should the project entail razing the entire facility and constructing a new one, building on to the existing facility, or some combination of the two?
- If the facility is to be razed, is the location for the new building going to change?
- Should the footprint of the building change?
- Should the facility have multiple stories?

**Action Requested:**

Two actions are requested:

1. To review and suggest improvements, if needed, to the Request for Qualifications (RFQ) for owner's representative services.
2. To discuss some basic questions regarding the project, such as those listed above.

**Fiscal Impacts:**

The fiscal impact on the City depends upon Council's direction but is expected to be covered by funds already budgeted for the project.

**Attachments:**

- Combined Space Needs – With ESD 9 Updates
- Combined Space Needs
- B&W Version of Combined Space Needs
- Draft of Proposed Request for Qualifications for Owner's Representative Services for the City Hall Improvements