



MEMORANDUM

To: Santaquin City Mayor & Council
From: Benjamin A. Reeves, Santaquin City Manager
Date: April 6, 2021
Subject: Planning of the West Wing of the New City Hall

Mayor & Council,

During your March 2nd Work Meeting, the council discussed the future uses for the west wing of the new city hall. One of the options discussed was the possibility of exploring the use of this space for a new city library. After discussing this possible use with architects and contractors, it was determined that it may be very beneficial to conduct a conceptual level (very high level) design for a new library to ensure that the space that we are about to construct would not need any future modifications or expensive change orders to support said use. *(If this area is used for office space, future offices could easily be configured without the need for change orders).*

Concurrently, the Library and Community Services staff also felt that it would be beneficial for them to engage the services of an architect for a conceptual design that would give them the professional materials they need to begin a process of soliciting donations from potential benefactors and/or for grant applications.

To begin the effort, our library staff has been conversing with their peers from across the county about essential aspects that should be included in a new facility as well as those items which they wish they did not have in their facilities *(e.g. a grand staircase in the middle of the facility, which on the surface provides great access, but in practice creates a very noisy play area for children which is disruptive the other library patrons).*

From these ideas and hand drawn sketch (attached), our staff reached out to CRSA Architects to obtain an estimate to create a conceptual design and professional rendering materials. *(Note: CRSA is well known and respected for the many libraries they have designed throughout the State of Utah).*

Initially, CRSA provided a ballpark estimate of \$25,000 for a conceptual design. However, since all of the structural, mechanical, electrical, plumbing, etc. fall under our existing facility design, their conceptual work would be very limited in scope to defining possible library uses within a predefined space and designing the interior to the facility accordingly. As such, CRSA has lowered their estimate to \$7,000 (\$12,000 work estimate with a \$5,000 discount).

The current fund balance in the Library Fund (as of 3/31/2021) is \$16,759.59. The Community Services and Library Staff would like to request the city council's authorization to utilize their reserve funds to authorize CRSA Architects to complete a conceptual design for this space.

It is their belief that even if this space is not used as a city library, the work performed by CRSA would not be a waste. Rather it would provide a solid conceptual design that could be used for alternative locations and/or to seek out additional funding from grant or donated sources.

Furthermore, an upfront investment for this conceptual design could save the city significant costs from possible redesigns or construction change orders.

For questions, please contact John Bradley, Community Services Director or Jennifer Wagner, Librarian