



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: City Hall Usage Review and Assessment**

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**AGENDA SECTION:** *(check all that apply)*

☐ PRESENTATION    ☐ PUBLIC HEARING    ☐ CONSENT AGENDA    ☐ OLD BUSINESS  
☒ NEW BUSINESS    ☐ OTHER, PLEASE STATE: Click or tap here to enter text.

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**CATEGORY:** *(check all that apply)*

☐ ORDINANCE    ☐ RESOLUTION    ☒ CONTRACT    ☐ POLICY    ☐ STATUS REPORT  
☐ OTHER, PLEASE STATE: Click or tap here to enter text.

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**ACTION REQUESTED:** ☒ DECISION    ☐ DISCUSSION,    ☐ REVIEW, or    ☐ UPDATE ONLY

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap here to enter text.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, June 6, 2022

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**SUBMITTED BY:** Janice Allen Jackson, City Manager

**PRESENTER:** Gia Scruggs

**PURPOSE:** The City Manager discussed with Council her recommendation of having a consultant review City Hall location options.

**FACTS:** The Finance Department published a solicitation on February 1, 2022. The solicitation closed on March 1, 2022 with one vendor submitting a bid. The bid was evaluated by the evaluation committee and found to be a responsive vendor. The evaluation committee conducted a request for clarification meeting with the proposed vendor to ensure they would be able to provide the services that were included in the published solicitation. The Finance Director is recommending Sizemore Group to perform the City Hall Usage Review and Assessment. The cost for this assessment is for an amount not exceed \$72,156.00 The funding for this is SPLOST – Facilities/City Hall – Professional Services.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approve



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### **ATTACHMENTS:**

- (1) Attachment 1 - Sizemore Group proposal
- (2) Attachment 2 - Evaluation Score Sheet
- (3) Attachment 3 - Professional Services Contract Draft
- (4) Attachment 4 - Bid Summary
- (5) Attachment 5 - [Click or tap here to enter text.](#)