

Administration

To: Common Council, CC: Mayor McFarland

From: Mason Becker, Strategic Initiatives and Development Coordinator

Date: September 17, 2024

Subject: 2024 Space Needs Analysis

Background

As alders are aware, construction of the City's new fire station is underway, with plans to move the fire department to the new facility in Spring/Summer 2025. Given this, the City has engaged in a Space Needs Analysis to determine best use of the existing fire station space, as well as addressing facility needs of the City in both the short and long term.

A Request for Proposal (RFP) was publicized in May 2024. A total of nine proposals, all from qualified firms, were received. Following a thorough review and scoring process, FEH Design's proposal was selected. This planning work was paid for through ARPA funds at a total cost of \$19,500.00. Facilities evaluated in the study included City Hall, Parks & Rec/Senior & Community Center, the Health Department, the Parks, Rec, and Forestry Maintenance Shop, and Public Works.

Following an initial "kick off" meeting with City staff, including Mayor McFarland and Leadership Team members, FEH began a process of interviewing personnel to gain an understanding of current facility uses and needs. FEH also toured the respective sites included in the study to gain further insight.

A one day "Spark Session" was held July 29th, 2024 at the Watertown Public Library. During this event, City staff shared further ideas, and the FEH team worked on several preliminary proposals. At the end of the day, the team narrowed in on the concept plans. FEH also made an online link available for other City team members to give their thoughts and comments on the proposed options.

A draft document was sent out September 3rd, for further staff feedback. Staff comments were shared with FEH. Finally, the completed proposal is being presented at this Common Council meeting.

Budget Goal

3. Invests in the assessment, strategic planning and maintenance of our city buildings

Financial Impact

The estimated budget costs are outlined in the summary from FEH Design. The proposed recommended City Hall project plan is split over three phases at a total cost of \$13,658,736. The entire project covering all included sites has a total preliminary estimated cost of \$20,630,549.07. This amount will vary depending on timing, submitted bids, and further refinement of the proposed projects.

Recommendation

While no formal action is necessary at this time, the Common Council may wish to refer this proposal to committee for further consideration or direct the Finance Director to include the project in the Capital Improvement Plan (CIP).