



STAFF REPORT

DATE: April 4, 2017
CONSENT
ITEM #: 12

AGENDA ITEM: Selection of Firm for Space Needs Study

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

As part of the 2017-2021 Capital Improvement Plan (CIP), the City Council included a space needs study for the city hall, fire stations and public works.

On February 7, 2017, the City Council authorized the issuance a Request for Proposals (RFP) for the space needs study. The RFP was advertised on the city's website and the League of Minnesota Cities' Marketplace. Proposals were due March 14, 2017.

ISSUE BEFORE COUNCIL:

What firm should Council select to complete the space needs study?

PROPOSAL:

The city received 14 responses to our RFP. The top five firms were chosen based upon their understanding of the project, approach, timeline, qualifications, experience and cost.

A review committee comprised of the city administrator, fire chief, public works director, planning director and building official evaluated the five proposals and are recommending BKV Group. BKV has completed over 65 city hall projects, 95 fire stations, and 30 public works facilities. Their master plan process includes discovery, facility assessment, facility space programming, and facility option development. An interim report would be completed in 4-5 months that would be presented to City Council and community. After the City and Council have time to review that information, the final report would be issued. Their fees were the lowest proposed.

FISCAL IMPACT:

Not to exceed cost of \$13,600 is within the anticipated budget

OPTIONS:

- 1) Authorize staff to negotiate a contract with BKV Group for the space needs study
- 2) Authorize staff to negotiate a contract with another firm for the space needs study
- 3) Do not authorize moving forward with the space needs study

RECOMMENDATION:

If removed from the consent agenda:

“Move to authorize staff to negotiate a contract with BKV Group for a facilities space needs study.”

ATTACHMENTS:

None