

When to Bring In Outside ExpertsConsultant Name: PMA ArchitectsPurpose: Town Hall Space

- ☒ Staff lacks certain expertise, and a certain firm has that expertise in areas such as testing, for example.
- ☒ Staff has the expertise but is unable to effectively manage its existing workload and complete the additional responsibilities; using an outside firm would be more efficient and cost-effective.
- ☒ The matter is ~~highly~~ sensitive and requires outside, impartial expertise and recommendations.
- ☐ Multiple entities or jurisdictions are involved requiring an impartial assessment or expertise from an outside firm.
- ☐ Third-party mediation/negotiation is necessary.
- ☐ Required to avoid litigation.
- ☐ Strategic planning issues are impacted.

IMPORTANT: A Cost / Benefit Analysis MUST be part of the approval process.

Estimated Amount:\$85,000	Funding Source(s):ARPA
Cost/Benefit Analysis and Comments: See attached	

Marion Serfass *ms*
Submitted by

12/16/22

Date

Town Hall Space Study

Attachment 7

	<u>Title</u>	<u>Rate Plus Benefits</u>
Mercury Payton	Town Manager	
Melanie Clark	Town Clerk	
Michelle Crabtree	Dir Human Resources	
Christine Horner	Dir Public Works	
David Levy	Dir Planning & Zoning	
Natalie Monkou	Dir Economic Dev	
Tony Mull	Dir IT	
Marion Serfass	Dir Finance	
Karen Thayer	Dir Public Information	

Total Hourly Rates for Staff	<u>\$ 910.56</u>
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|                    |                     |
|--------------------|---------------------|
| PMA Contract Hours | 722                 |
| Contract Amount    | <u>\$ 84,940.00</u> |
| Hourly Rate        | <u>\$ 117.65</u>    |

|                            |           |
|----------------------------|-----------|
| Cost Differential per hour | \$ 792.91 |
|----------------------------|-----------|

|                                   |                     |
|-----------------------------------|---------------------|
| Potential total cost differential | <u>\$572,483.60</u> |
|-----------------------------------|---------------------|

|                                                                                     |                  |
|-------------------------------------------------------------------------------------|------------------|
| Or Potential number of hours<br>staff would need to spend for the contract<br>price | \$ 84,940.00     |
| Divided by staff rate                                                               | <u>\$ 910.56</u> |
| Hours                                                                               | <u>93.28</u>     |

### Conclusion:

To do the same project an outside expert could do for \$84,940, it would take the expert firm 722 hours to accomplish. If staff spent 722 hours at their rate it would cost **\$572k** more.

- Each department head would lose 80 hours for other projects spending 722 hours total
- \$84,490 in staff time would only be 93 hours total, or 9 hours per department head
- 93 non-expert hours vs. 722 expert hours cannot generate the same result.

## Cost / Benefit Analysis for Space Study Consultants

Town Hall space is not arranged for the best use of space. There is wasted space and other areas where staff sits too close to effectively mitigate the spread of disease. Improving the internal layout at this point would be nearly impossible for staff to do effectively. Several issues impact this:

1. Staff lacks expertise, particularly with regard to ventilation and HVAC concerns
2. Directors need to work out a solution. They can, but most effective measures including moving staff around will be hard to figure out.
3. While directors work well together, each has a vested interest in his or her own department. A third-party expert would have no vested interest and would save time.
4. Directors are busy. Assigning them this task would take them away from their existing duties.
5. So far, Town Hall management employees have had two meetings and have not gotten very far. Each meeting, based on hourly salary of the Town Hall directors costs over \$910 an hour.
6. PMA's fee of \$84,900 for 722 hours is \$117.65 an hour.
7. At 722 hours, the project would cost staff an additional \$572,480
8. For an \$84,940 project cost at \$910.56 an hour, that would take only 93 hours of staff time.
9. Conclusion: 93 hours of effort by non-experts will not generate the same product as a 722 hour project by an expert firm.