



Legislation Details (With Text)

File #: 22-3551 **Version:** 1 **Name:**
Type: Action Item **Status:** Passed
File created: 12/14/2022 **In control:** Town Council Meeting
On agenda: 1/9/2023 **Final action:** 1/9/2023
Title: Award Town Hall Space Study to PMA Architecture

Sponsors:

Indexes:

Code sections:

Attachments: 1. 1 RFP 23-15 Town Hall Interior Space Study, 2. 2 Proposal Tabulation, 3. 3 Evaluation Team Scoring Total, 4. 4 PMA Architecture Presentation, 5. 5 PMA Architecture Fee letter, 6. 6 Notice of Intent to Award, 7. 7 Cost-Benefit-Use of Experts, 8. 8 Regulatory Requirements award space study

Date	Ver.	Action By	Action	Result
1/9/2023	1	Town Council Meeting	approved	Pass

Subject:

Award Town Hall Space Study to PMA Architecture

DATE(S) OF PRIOR COUNCIL CONSIDERATION OF THIS ISSUE:

ARPA discussions 1/24/22, 7/11/22

ARPA conference sessions 11/8/21, 12/13/21, 5/9/22

EXPLANATION AND SUMMARY :

American Rescue Plan Act (ARPA) funds were distributed to localities in 2021 and 2022 to support local government response to and recovery from the COVID-19 public health emergency, among other purposes.

Prior to the pandemic, some Town Hall departments reorganized to facilitate collaboration, but with the new norms set to prevent spread of disease, these arrangements put people in too close proximity with each other. Additionally, as the Town's missions become more focused on spending capital bequests, ARPA funds, focusing on economic development and creating video content, Town Hall staff is growing.

In 2014 Town Hall was rehabilitated as part of a new HVAC system, but no space consultant was used. The result was office space that barely works. New positions have been shoe-horned into existing space with little consideration paid to ventilation or HVAC.

With the addition of funds from ARPA that could be used for mitigating the spread of disease, one project identified was reconfiguring Town Hall with a professional space planner.

RFP 23-15 was issued on Aug. 9, 2022 to hire a qualified expert to perform an office space study for the Town Hall building. Ten architecture and related firms submitted proposals, and three were interviewed. The interview panel comprised staff from planning and zoning, public works, finance and human resources. The panel picked PMA Architecture for its innovative, yet practical ideas.

There is a budget of \$100,000 identified in ARPA funds for the space study. PMA's fee came in below the budget at \$84,900.

Departmental Recommendation : Recommend awarding the space study to PMA Architecture.

Finance Recommendation : Recommend awarding the space study to PMA Architecture.

Purchasing Recommendation : Recommend approve.

Town Attorney Recommendation : The Town issued an RFP for a Town Hall space study and the Town Council may award the proposed contract to the company with the highest rated proposal.

Town Manager's Recommendation : I recommend the Town Council award the Town Hall space study to PMA architects, as presented.

Cost and Financing: \$84,900

Account Number:

Prior Funding Approval: *Annual General Budget (Year), Amendments, CIP Budget (Year), or ARPA.*
ARPA

Decision Needed by This date: Jan. 9, 2023

PROPOSED/SUGGESTED MOTION

"I move to award the Town Hall space study to PMA Architects for the amount noted above."

Or

Other action deemed necessary by Council.