

# TOWN OF SUNSET BEACH

## TOWN COUNCIL AGENDA ITEMS

**MEETING DATE:** June 3, 2013

**AGENDA ITEM NUMBER:** 4d

**SUBJECT:** Consideration of Acceptance of the Facilities Expansion Project Bid and Approval of Contract

**SUMMARY OF INFORMATION:**

The subject of doing a space needs study arose after consideration of expanding the Council Chambers. While looking at that, additional needs arose, such as a training room for police officers, storage space for town records in a fire-proof vault, storage for site plans and other building inspections documents, and space for public works equipment.

Council interviewed three firms on April 16 during the work session meeting. Those firms were: Becker Morgan Group, ADW Architects, and Bowman Murray Hemingway Architects (in Association with Solutions 4 Local Government). All the firms do a space needs study first and determine what the needs are, if any. They analyze what the options are, and of course, if the Town wishes to proceed by renovating existing buildings or constructing a new one, they can provide the architect services and construction contract administration. The Council selected ADW Architects and authorized the Town Administrator to negotiate with them on a price and scope for the services.

Jim Powell made the presentation for ADW Architects. He provided a detailed explanation of their process that would include interviews (bottom-up if desired, then department heads). They'd look at who the person works with and how that impacts space needs, and they'd also look at current and future laws and how they might impact those needs. They provide a decision matrix that shows options with pros and cons and the costs involved for each option. An analysis of technology use will be included. They've done a lot of similar studies in towns our size like Troy, Waynesville, Elkin, Randleman, and Jonesville. Size of staff drives the length of time necessary to do a space study, which may take anywhere from one and a half to three months.

Attached is the fee proposal from ADW. The total of \$26,724 covers their services for doing this study of the Town Hall building, including the inspections, administration, and police departments, and the public works facility. They would be happy to do this on an hourly basis with that fee total being a maximum, not to exceed number. Note that this proposal includes floor plan and site plan development for the existing facility renovations and additions, but not any separate new facility, if one proves necessary.

TOWN ADM: (  ) DEPT. HEAD (  )