



CONSENT AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: February 2, 2022
Agenda Item: Personal Services Contract – Community Center Feasibility Study
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization for the Mayor to sign a personal services contract with ARC Architects for the development of a Community Center Feasibility Study in the amount of \$74,646 including reimbursable expenses.

Proposed Motion

None unless pulled from consent agenda. If pulled from the consent agenda, then proposed motion is as follows:

Move to authorize the Mayor to sign a personal services contract with ARC Architects for the development of a Community Center Feasibility Study in the amount of \$74,646 including reimbursable expenses.

Explanation of Issue

The City owns property located across the street from Whitson Elementary School. This property has been identified for housing a future community center. The city solicited requests for qualifications from consultants and received Statements of Qualifications from three companies which were evaluated. The city interviewed the top candidate and discussed the work to be performed. The project includes the consideration of also including a multi-family housing project on the site. ARC Architects has submitted a scope of work and cost of \$74,646 which includes reimbursable expenses. The city's 2021 budget provided \$75,000 for this project which will be carried over to 2022.

Staff Recommendation

Staff recommends the Mayor to sign a personal services contract with ARC Architects for the development of a Community Center Feasibility Study in the amount of \$74,646 including reimbursable expenses.