



Memo

To: City Council

From: Jim Chandler, Assistant City Administrator and Director, Community & Economic Development

CC: Tracey Douglas, City Administrator
Ron Brooks, City Treasurer
Lesley Riddle, Director, Public Works

Date: November 14, 2022

Re: Space Utilization and Growth Study

The purpose of this memorandum is to provide the Finance with a summary of office space utilization and space planning services and a request for authorization to proceed with purchase.

Project Summary

On May 4, 2022, the City issued a solicitation for space utilization and growth planning services. The purpose of this solicitation is to provide the City with a space assessment of its existing office building at 4310 Gallatin Street and advise the City on reuse of the space as well as projection of a 15-year office space needs. The City last commissioned a space utilization study in 2011, which included an existing condition report and capital replacement cost projection for multiple City properties. The scope of services for this effort is limited to a single office building structure and space planning, but will include an assessment of hybrid/shared office planning.

The scope of services include a (1) Space Utilization and Growth Plan, a (2) Blocking and Stacking and (3) Schematic Office Layout. Each phase would include a review with applicable City Departments, presentation to City leadership and finalizing data based on feedback.

On May 17, 2022, the City hosted a virtual 'pre-bid' meeting to provide perspective firms with an opportunity to submit any clarifying questions or comments. June 7, 2022, the City received a total of one (1) proposal in response to the solicitation, submitted by **Fentress Incorporated, Sykesville, Maryland**. The firm is a full-service architectural and planning firm and has completed similar space

utilization and planning projects for Montgomery County Circuit Court, US Department of Health & Human Services, and Albermarle County, Virginia.

The firm's proposal is as follows:

Service	Cost Proposal
Space Utilization and Growth Plan	\$24,400.00
Blocking and Stacking Exercise	\$8,115.00
Schematic Office Layout	\$6,825.00
Grand Total	\$39,340.00

The City has reviewed the firms response to the solicitation and have determined that it has met all of the requirements of the project scope, the firm is both available and capable of performing the services detailed within the solicitation.

The project is anticipated to commence in January 2023 and completed in approximately 10 weeks (April 2023).

Recommendation

Staff is recommending that the City Council accept the proposal submitted by Fentress Inc. and authorize the City Administrator to execute a services agreement with the firm for a cost not to exceed \$44,000. This will provide the project with a 10.5% authorized contingency, if the need arises for the City to request a Change Order to the project scope.