



Legislation Details (With Text)

File #: HCC-142-FY23 **Version:** 1 **Name:**

Type: Consent Item **Status:** Agenda Ready

File created: 11/14/2022 **In control:** City Council

On agenda: 11/21/2022 **Final action:**

Title: Space Utilization Study Services

Sponsors: City Administrator

Indexes: Contract

Code sections:

Attachments: 1. Memo - Space Utilization and Growth Planning

| Date | Ver. | Action By | Action | Result |
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Submitted by: At the Request of the City Administrator
Submitting Department: Administration
Agenda Section: Consent

Item Title:
Space Utilization Study Services

Suggested Action:
I move the Mayor and Council authorize the City Administrator to execute a contract for services with Fentress Inc., 945 Sunset Valley Drive, Sykesville Maryland 21784 for the purpose of performing a space utilization and growth analysis to of the City’s offices and programmed space at a cost not to exceed \$44,000, upon legal review and approval of the City Attorney.

Summary Background:
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.

Next Steps:
No additional action is required.

Fiscal Impact:
Funding for this activity is included in the FY2023 budget.

City Administrator Comments:

Recommend approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Pending