

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: October 27, 2016**

**SUBJECT:** Professional Services Agreement for Architectural Design of the Police Building Expansion and Remodel, CIP # F020b

**SUBMITTING DEPARTMENT:** Police

**PREPARED BY:** Kim Moon, Capital Projects, for  
Bryan Jarrell, Chief of Police

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** a) Agreement for Professional Services, including Exhibit "A", Scope

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**SUMMARY BACKGROUND:** The Prescott Valley Police Building, located on Civic Circle, is scheduled and budgeted for expansion (and some remodeling), with design beginning this fiscal year. This expansion will provide space for new officers hired in response to growth of our community, and will be funded with public safety development impact fees.

The Approved Budget for Fiscal Year 2016/2017 includes \$500,000 to begin design of the Police Building Expansion and Remodel project (CIP # F20b), including specifically an addition of between 12,000 to 18,000 square feet to the existing police building, and some remodeling of the existing interior. The previous expansion of the Police Building was completed in 2008.

The Request for Qualifications (RFQ) for architectural design services for this project was issued on August 21, 2016, and seven (7) Statements of Qualifications (SoQs) were received by the deadline, on September 19, 2016. The selection committee; comprised of Bryan Jarrell, James Edelstein, Larry Tarkowski, Russ Harsh, and Kim Moon; evaluated the written proposals, and determined a short list of the most qualified. Interviews were held with the top three proponents. Based on the quality of their written proposal and their interview presentation, Stroh Architecture was ranked by the selection committee as the most qualified based on demonstrated competence and qualifications. Successful negotiations were then held with Stroh regarding contract terms and an agreement was reached as to scope, schedule, and cost. The selection process was in accordance with applicable Arizona statutes, A.R.S. 34-603.

This action is for consideration of approval of the professional services agreement with Stroh Architecture for the architectural design phases of the Police Building Expansion and Remodel project, in an amount of \$249,067.80. As per the attached agreement and scope exhibit "A", this agreement includes "Basic





Services” of Programming, Schematic Design, Design Development, Construction Documents, and Bidding Services. It is anticipated that additional services, including “Construction Administration and Oversight”, “Record Drawings”, and “One-Year, and Two-Year Warranty Inspections and Reports” services are to be negotiated closer to the construction date, to be added to this agreement via amendment at that time.

Design is scheduled to proceed over the winter, with construction estimates ready for the budget cycle in the spring. Upon confirmation of funding, construction is anticipated to begin in the summer of 2017.

Note that in the 2013 Impact Fee Study, the expansion of the Police Building was estimated to be approximately 12,000 square feet, at cost of approximately \$3.26 million, excluding furniture, fixtures, and equipment. At the end of Fiscal Year 2015/2016, there was approximately \$940,000 accumulated in the Public Safety Impact Fee Fund.

**OPTION ANALYSIS:** The Council may vote to:

- 1.) Approve this Professional Services Agreement, **OR**
- 2.) Not approve the Agreement, **AND/OR**
- 3.) Direct staff to pursue other options.

**ACTION OPTION:** Motion to approve Professional Services Agreement with Stroh Architecture, Inc. in the amount of \$249,067.80 for architectural design of the Police Building Expansion and Remodel project (CIP # F20b), **OR** Motion not to approve the Agreement. **VOTE**

**RECOMMENDATION:** Town staff recommends approval of the Agreement with Stroh Architecture.           

**FISCAL ANALYSIS:** The current budget status for this project in FY 16/17 is outlined here, in Table 1:

<b>Table 1</b>		Impact Fee Funds
<b>Police Building Expansion and Remodel (CIP # F20b)</b>		
HTE Code(s): 221-6520-700.7220		Finance Proj. # - TBD
<b>FISCAL YEAR 2016/2017</b>	Approved Budget: \$500,000.00	<b>FISCAL YEAR 2016/2017</b>
	Expended & Encumbered: \$0.00	
	Architectural Design Services: <u>-\$249,067.80</u> < (this action)	
	Balance: \$250,932.20	

**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_