



SMALL TOWN, BIG BEACH™

DATE: September 16, 2019

ISSUE: Matrix Consulting Group Proposal for the Space Needs and Projected Building Program Analysis

RECOMMENDATION: Approve the Professional Services Proposal from the Matrix Consulting Group for the Space Needs and Projected Building Program Analysis in an amount not to exceed \$100,000 to cover base proposal amount of \$92,620 and any incidentals.

BACKGROUND: The City advertised a Request for Proposals (RFP) from experienced Professional Services firms to assess the space needs and perform a projected building program analysis for the City. Architectural, Design, or other qualified Professional Services firms were invited to submit a response to this RFP.

This analysis will involve an assessment of the multiple City owned facilities. The firm will provide, in consultation with appropriate City staff, a staffing study, and a building use needs study for short and long-term, a recommendation as to how best to obtain efficiencies, and a building program as to how and where to meet the demands for the current and future city operations.

On August 15th, 2019, sealed proposals were opened for the project. An RFP selection committee reviewed the submitted proposals and selected two firms for interviews. After the interviews, the selection committee unanimously selected Matrix Consulting Group.

PREVIOUS COUNCIL ACTION: None.

BUDGET IMPLICATIONS: There is \$100,000 in funding for this project included in the 2019 Budget, in Account 01-501-64332 – Contract/Consulting Services. As this study will not be completed in 2019, remaining funds will be budgeted in the FY2020.

RELATED ISSUES: None

ATTACHMENTS:

- Matrix Consulting Group Proposal

DEPARTMENT: Public Works

STAFF CONTACT: Clint Colvin