

# Agenda Report



**MEETING DATE:** Tuesday, October 22, 2024

**TO:** City Council

**FROM:** PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG  
PW ADMINISTRATIVE SERVICES MANAGER GORDO

**SUBJECT:** CONTRACT WITH LDA PARTNERS FOR DESIGN SERVICES  
FOR THE MUNICIPAL SERVICE CENTER (MSC)  
IMPROVEMENTS PHASES 1 AND 2 & APPROPRIATION FROM  
WATER FUND

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## RECOMMENDED ACTION:

It is recommended that the City Council adopt a resolution authorizing and directing the City Manager to execute a contract with LDA Partners, Inc., a corporation, for the preparation of the Municipal Service Center improvements building design bridging documents (30% design level) in the total amount of \$1,236,371.60 & approval of an appropriation of \$1,236,371.60 from the Water Enterprise Fund to budget account 0720-913-7855-15122.

## BACKGROUND:

This item requests approval of a contract for \$1,236,371.60 with LDA Partners, Inc., for architectural design services for the development of Design Build Bridging Documents (30% Design Level) for phases 1 & 2 of the 2020 Municipal Service Center (MSC) Master Plan.

## DISCUSSION:

On February 12, 2019, the city contracted LDA Partners, Inc., to develop the Municipal Service Center (MSC) Master Planning and Feasibility (MP) Report which outlined improvements to bring the City's MSC to compliance with standards, meet foreseeable staffing and operational growth, and optimize its layout for efficiency. The master plan included an inventory of current facilities, an assessment of their condition, and proposed enhancements to be carried out through a phased construction approach over a 20-year timeline. The phases of this project are delineated as follows:

- Phase 1 includes the demolition of the existing Police Department storage bay, site demolition north of the existing Recycling Center, and the construction of a new 1,500 square-foot Waste/Recycle building, adjacent parking, and associated driveway, paving, and stormwater management improvements.
- Phase 2 proposes to demolish the existing refuse garage and a portion of the existing water services building and construct a new 7,000 square-foot Water Services building, 4,500 square-foot Refuse Garage, and 12,000 square-foot Administration building, along with associated driveway, paving, and stormwater management improvements.

City staff recommend moving forward with bridging documents at a 30% design level to clearly define the City's requirements and expectations before selecting a design-build contractor. To do this, the City is looking to contract LDA Partners, Inc. through a sole source contract to design 30% of the project. The reason for the sole source is that LDA Partners, Inc. would be finalizing the work they were contracted to do in 2019. The City will then use those design documents to solicit proposals from design build firms to design the remainder of and build the project. This single contract contractor/designer Design-Build approach ensures consistency and quality, streamlines the procurement process, and enables the City to obtain the most qualified design-builder for the project. Additionally, it can be more cost-effective than the traditional design-bid-build process, allowing for earlier contractor involvement during design and more contractor-designer collaboration, which can lead to better cost control and reduced overall project expenses.

As a first step in the process, preliminary design bridging documents are prepared to guide and define the project scope for the design-build contractor. They include key components such as performance specifications, conceptual design drawings, design criteria, and technical requirements, ensuring the owner's expectations are met while allowing the contractor flexibility in the final design and construction.

LDA Partners will evaluate the available space that can be additionally accommodated in the proposed administration over what the master plan had identified. This consideration accommodates possible future other not yet identified City departments.

The bridging document will be prepared in anticipation that the necessary project budget may not be secured for multiple years to follow. While the completed document will not expire, any follow up items necessary to update the document will be explicitly identified.

Harris & Associates will act as the City's Project Manager on this Project to administer the development of the project's scope, budget and schedule and the coordination of all the related activities necessary to complete the Bridging Document phase. It is estimated that delivery of the bridging design documents will take about 10 months after the contract award. Total estimated construction costs for phases 1 & 2 are estimated at ~\$19.5M (current dollars). The bridging documents will provide more accurate figures and forecast the cost to future anticipated award year dollars.

#### **STRATEGIC PLAN:**

The project is consistent with the following Strategic Plan goal:  
03 – Infrastructure & Environment

#### **FINANCIAL IMPACT:**

An appropriation of \$1,236,371.60 from the Water Enterprise Fund to budget account 0720-913-7855-15122 is requested to fund this agreement.

#### **ALTERNATIVE ACTION:**

The City Council may choose not to approve a contract with LDA Partners; however, design fees will certainly increase in the future.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None.