

## **TOWN COUNCIL STAFF REPORT**

Title: Award Architectural Design Service for the Town of Mammoth Lakes Civic Center.

Meeting Date: June 1, 2022

Prepared by: Amy, Callanan PE Engineering Manager

---

### **RECOMMENDATION:**

Staff recommends the Town Council authorize the Town Manager to:

- Finalize scope and fee negotiations and execute an agreement with the top ranked consultant for architectural and engineering design services for the Town of Mammoth Lakes Civic Center.
- Execute amendments to the contract to advance project development as authorized by the Town Council

### **BACKGROUND:**

On March 16, 2022, Staff provided a comprehensive update on the Capital Improvement Plan. Included in the presentation was the development of a new Civic Center. During the April 27, 2022, CIP and Budget update the Civic Center was discussed further. Staff has reported to Council that the costs of leasing the current town offices has increased significantly. Staff is investigating constructing a new Town Hall. The Town owns the land on the north-east corner of Tavern and Sierra Park. This property was acquired for the purpose of building a Civic Center including a Town Hall and other municipal functions. A courthouse, police station, and County administrative building have already been completed. The April 27, 2022, Staff Report noted that initial programming and design was needed to understand the costs of the facility and that an RFQ/RFP had been issued to complete this work.

### **ANALYSIS/DISCUSSION:**

On April 5, 2022, the Town issued an RFQ/RFP for proposals for architectural services for the Town of Mammoth Lakes Civic Center Project to consulting firms/teams with architectural experience. On April 28, 2022, Town staff received five responses to that RFQ/RFP, listed here in no particular order:

Carrier Johnson + Culture  
HMC Architects  
Lionakis  
Relativity Architects  
Stayner Architects

A panel of Staff members, including representatives from Planning, Finance and Engineering reviewed the information provided and evaluated the responders' qualifications in accordance with the criteria included in the RFQ/RFP. The panel identified HMC as the top ranked firm. Staff is in negotiations with the representatives of HMC and has come to a preliminary agreement on a detailed scope of services and maximum fee of \$98,330 for services including programming and design development. Staff recommends execution of an agreement for a not to exceed contract amount of \$150,000 to accommodate travel and staff requested specialized Civic Center expertise. The work to be completed by HMC will support Staff in a forthcoming financial analysis. This analysis will be presented to Town Council and used to determine if the project should be advanced through final design and construction. Further amendments to the HMC contract will be necessary if such direction is provided.

**FINANCIAL CONSIDERATIONS:**

The proposed funding source is American Rescue Plan Act (ARPA) funding. Funding for new Civic Center would be through a debt issuance to be considered after this initial work is completed. \$1,900,000 is available to complete work on this project.