

TOWN COUNCIL STAFF REPORT

Title: Award Architectural and Consultant Design Services Contract for the Childcare Center Tenant Improvement (TI) project to HMC Architects

Meeting Date: June 18, 2025

Prepared by: Amy Callanan, PE Engineering Manager

RECOMMENDATION:

Staff recommend the Town Council authorize the Town Manager to:

- Finalize scope and fee negotiations and execute a contract with HMC Architects for architectural and consultant design and construction administration services for the Childcare Center Tenant Improvement (TI) project.
- Execute amendments to the contract as necessary to advance project development as authorized by the Town Council.
- Execute budget adjustments as necessary to fund the design contract.

BACKGROUND:

On July 6, 2022, Town Council authorized the Town Manager to sign a Land Planning, Use and Development Agreement between the Town and the Mammoth Lakes Foundation (MLF) which, among other uses, incorporates a Childcare Center on the Foundation Property.

On June 28, 2022, the Town issued an RFQ/RFP for proposals for architectural services to design the core and shell for an approximately 6,600+/- square foot facility to accommodate childcare, early childhood education and potential preschool services, and administrative space utilizing existing modular buildings that were owned by Mammoth Unified School District but were scheduled for removal as part of the Mammoth High School renovations. A design contract was awarded to AP Architects on August 17, 2022. On January 26, 2024, the Town advertised the bid for construction of the Community Childcare Center core and shell project. A construction contract was awarded to JPB Designs, Inc. on April 3, 2024. Construction began in May 2024, and was completed in May 2025. The project closeout report is expected to be accepted by the Town Council on June 18, 2025.

Over the last several years, the Town has been in negotiations with MLF to purchase the overall 8-acre parcel at 100 College Parkway where the Childcare Center is located. On July 3, 2024, the Town Council authorized execution of the purchase and sale agreement (PSA), and amendments to the PSA were authorized on May 7, 2025. Staff has recently been directed to move forward with the design of the interior improvements required to operate a Childcare Center to be licensed for 75-110 children split between 1 infant room, and 2 each toddler and pre-school rooms, and 15-18 staff. An outdoor play area of roughly 5,000 sq feet will also be required. The estimated goal for obtaining licensing and opening for operations is August 2026. Considering this very compressed timeline, there is not enough time to solicit project-specific proposals from a variety of architects,

so staff have requested a proposal from HMC Architects to complete the work within their existing on-call contract.

ANALYSIS:

The agreement with HMC would be executed as a task order under their current on-call contract for architectural and consultant services. The on-call contract was executed in September 2024 following a competitive RFQ/RFP process during which many consultants submitted proposals and were selected based on professional qualifications.

FINANCIAL CONSIDERATIONS:

The architectural and consultant services are currently proposed to include a \$168,510 fixed fee, plus reimbursable expenses not to exceed \$25,840, for a total not-to-exceed contract amount of \$194,350.

The project is not currently funded. Staff recommend funding the design contract in the amount of \$213,785, which includes 10% contingency, from Future Capital Fund 980.

ENVIRONMENTAL CONSIDERATIONS:

Pursuant to the California Environmental Quality Act (CEQA), the childcare project was included in the scope of development analyzed in the November 2023, Addendum to the Mammoth Arts and Cultural Center (MACC) Initial Study/Mitigated Negative Declaration (State Clearinghouse No. 2019012023) which determined the revised MACC project design would not result in any new environmental impacts that were not previously analyzed in the approved IS/MND.