

**FACILITIES COMMITTEE RECOMMENDATION
TO CITY COUNCIL**

March 15, 2007

The Facilities Committee recommended about 18 months ago that City Council approve the hiring of Urban Collage to assist with the planning process for a new City Hall facility. City Council considered and approved that recommendation and Urban Collage spent the better part of 2006 in the completion of the planning phase, resulting in recommendations and decisions on the size, content and location site of the new facility.

With the site for the new building having been approved at the last City Council meeting, it is now appropriate to go forward with the next phase in the process. At the December 2006 City Council meeting, Urban Collage submitted a proposal regarding tasks and costs associated with their assistance on future phases of development. In reviewing the proposal submitted, it assumes the selection of a design and construction delivery method by the City, either Design-Build or Design-Bid-Build, prior to Urban Collage's assistance in the next phase. As it is important for the City to know and understand how to determine the appropriate selection in this regard, the Committee requested additional information from Eric Bosman at Urban Collage regarding their assistance with this method selection. Outlined below are costs associated with that task:

Explain and Develop Modes of Design and Construction Delivery

The immediate first step is for the City to determine the best design and construction delivery method for the new facility (traditional Design-Bid-Build process or Design-Build). We would anticipate two or three meetings with the designated task force (perhaps Facilities Committee with Council members in attendance) to make clear the two different concepts so an appropriate selection could be made that works best for the City. These meetings would be approximately 15-20 hours of time at our hourly rate of \$100/hour. A capped range of \$1,500-\$2,000 could be established.

After the selection is made, Urban Collage would then assist with the next phases of tasks with costs as outlined in their Memorandum of Proposal dated December 21, 2006.

Therefore, in view of the success of their work with the planning process, the relationship established with Council and citizens and their ability to identify the City's needs and goals, it is the recommendation of the Facilities Committee that City Council approve the hiring of Urban Collage:

- 1) To assist with the selection of a method of design and construction as outlined above with a cost range of \$1,500-\$2,000;
- 2) It is additionally recommended that they would then proceed with tasks #1-3 at costs as outlined in their Memorandum of Proposal dated December 21, 2006. Those tasks and costs as outlined are 1) Develop and Distribute Request for Proposals (RFP) at an anticipated cost range of \$3,000-\$5,000; 2) Assist with Design Team Selection at a cost range of \$2,500-\$4,000; and 3) Programming Hand-Off Meeting at a lump sum fee of \$600.
- 3) It is recommended that Task #4 be considered at a later date as we progress through the process.
- 4) The total cost projection range of our recommendation is \$7,600-\$11,600.

Respectfully submitted,

Berkeley Lake Facilities Committee
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