

COUNCIL ACTION FORM

**SUBJECT: PROFESSIONAL SERVICES CONTRACT FOR TECHNICAL SERVICES
 COMPLEX RENOVATION**

BACKGROUND:

In July 2025, staff initiated a formal Request for Proposals process to obtain architectural and engineering services for a renovation of the Technical Services Complex (TSC). The building was constructed in 1990 and houses the City's Water Meter Division on the ground floor and the Laboratory Services Division on the second floor.

The adopted FY 2025/26 Capital Improvements Plan includes \$2 million to complete the renovation project, with funding coming equally from the Water and Sewer Funds. The planned scope of work will include:

1. Replacing the failed elements of the buildings heating, ventilation, and air conditioning systems
2. Replacing damaged and stained ceiling tiles
3. Replacing the disparate lighting fixtures throughout the building
4. Repair or replacement of windows
5. A general refresh of floors and wall coverings throughout.

The HVAC and lighting work will be guided by the recently completed Energy Audit Report for the building. Also planned is some manner of a limited-use lift for moving staff and equipment to the second floor laboratory.

A four-member team reviewed and scored the 10 submittals received. A copy of the scores and summary of the fee proposals is attached. The selection process was as follows:

- Each of the four staff members independently scored the ten submissions.
- The individual scores were then compiled and averaged together, and the staff team met to discuss the relative strengths and weaknesses of each submission.
- Only after the staff team had ranked the submissions in order of preference, the fee proposal envelopes were opened. The evaluation of the fees was based on the qualitative questions "Does the fee seem appropriate for the scope of work?" and "Are the fees in line with what other firms proposed for the same scope?"
- The top two ranked firms were invited to participate in an in-person interview to discuss their proposals in greater depth.

Following the interviews, staff felt that both of the top two firms were well qualified and had provided proposals that met the needs of the project. The deciding factor ultimately ended up being the significant difference in the fee proposals, which a difference of \$102,300. Staff confirmed with SVPA that they were confident in their ability to complete the project for the fee they had proposed. For that reason, staff selected SVPA as the preferred firm. A contract with SVPA to provide the requested

services is now ready for Council approval.

ALTERNATIVES:

1. Award a contract to SVPA Architects of West Des Moines, IA for the Technical Services Complex (TSC) Renovation Project in the amount of \$157,500.
2. Direct staff to negotiate a contract with one of the other proposing firms.
3. Do not take action at this time and provide direction to staff on next steps for the project.

CITY MANAGER'S RECOMMENDED ACTION:

The adopted FY 2025/26 Capital Improvements Plan includes funding for a renovation of the TSC building. Staff conducted a Request for Proposals that follows the City's Purchasing Policies. A mutually acceptable contract has been negotiated with the firm identified by staff as being fully responsive and fiscally responsible. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, as described above.

ATTACHMENT(S):

[RFP Scoring Matrix.pdf](#)

[DRAFT Contract with SVPA for TSC Reno.pdf](#)