

**CITY OF BUCKEYE
Regular Council Meeting
COUNCIL ACTION REPORT**

MEETING DATE: 10/21/25	AGENDA ITEM: 5.B. PMO - CIP No. 109570 - City Hall Campus - Professional Services Agreement (PSA) - SmithGroup, Inc.
DATE PREPARED: 10/16/25	DISTRICT NO.: City Wide
STAFF LIAISON: James Braveboy Jr., Project Manager, jbraveboyjr@buckeyeaz.gov, (480) 489-6293	
DEPARTMENT: Program Management Office	AGENDA ITEM TYPE: Public Hearing and Non Consent - New Business Items

ACTION/MOTION: (This language identifies the formal motion to be made by the Council) Council to take action on the Professional Services Agreement (PSA) (Contract No. 32500096) between the City of Buckeye, an Arizona municipal corporation, and SmithGroup, Inc., a Michigan corporation related to the professional consulting services to lead the envisioning, planning, and conceptual design efforts for Capital Improvement Program (CIP) Project No. 109570 City Hall Campus; and authorize the City Manager to execute and deliver said Agreement on behalf of the City of Buckeye.

SUMMARY

PROJECT DESCRIPTION:

The scope of work for "Task 1 – City Hall Envisioning" encompasses early planning, vision development, site selection, and conceptual design for a new City Hall, including the following activities:

- Facilitate a comprehensive visioning process with City Council, staff, and stakeholders.
- Lead site identification and evaluation for potential locations.
- Coordinate benchmarking visits/tours to other municipal facilities in the region.
- Design and implement a public engagement strategy (in-person and digital).
- Develop conceptual design options and site layouts.
- Provide conceptual space programming and staffing projections for 5-, 10-, 15-, and 30-year horizons.
- Conduct initial cost estimation and phasing analysis.
- Align facility visioning with other parallel capital projects such as Public Safety HQ.
- Deliver a final report summarizing all findings, recommendations, and public input.

BENEFITS:

This project will establish a clear, community-informed vision and roadmap for the future City Hall, ensuring alignment with Council priorities, staff needs, and long-term growth. Deliverables including the Conceptual Programming Document, Site Plan Analysis, Conceptual Design, and Cost Estimate will provide the City with the necessary foundation to evaluate options, guide future capital investment, and support data-driven decision-making for facility planning and implementation.

FUTURE ACTION:

Upon completion of the City Hall Envisioning phase, staff will present the findings and recommendations to City Council for review and direction. Future actions may include authorization to proceed with detailed design, site acquisition (if applicable), and subsequent phases of project development based on Council guidance and available funding.

FINANCIAL IMPACT STATEMENT:

The total amount to be paid shall not exceed \$500,000.00 with \$458,600.00 under the PSA and \$41,400

in owner's contingency.

CURRENT FISCAL YEAR TOTAL COST:

The total amount to be paid shall not exceed \$500,000.00 with \$458,600.00 under the PSA and \$41,400 in owner's contingency.

BUDGETED:

Yes

FISCAL YEAR:

FY 26

FUND/DEPARTMENT:

50213170-543269

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[City Hall Envisioning Council Presentation \(Final\).pptx](#)

[Contract No. 32500096.pdf](#)