REQUEST FOR BOARD ACTION

Date of Meeting: September 2, 2025

7.A. Facilities Needs Assessment Contract

To: Mayor and Board of Commissioners

From: Tyler Beardsley, Assistant Town Manager

Action Requested:
The Town issued a Request for Qualifications (RFQ) for a facilities needs assessment that included Town Hall, the Police Department, and Fire Station #3. Five architectural firms submitted Statements of Qualifications. A committee of Project Manager, Katie DeMatthew, Deputy Fire Chief Andrew Bridges, Police Chief David Baucom, and Assistant Town Manager Tyler Beardsley interviewed four of the five firms. The committee agreed that ClarkNexsen was the most qualified firm.

ClarkNexsen will work with all departments and levels of staff to get an understanding of how each department operates, staffing growth trends, and other comparable municipalities to determine the space needs required by each department, now and into the future.

The study will develop space needs and high level cost estimates on the following:

- Town Hall:
  - Renovating/maximizing space within the existing building footprint
  - Addition to the the existing building
- Police Station:
  - Renovation/maximizing space within the existing building footprint
  - Addition to existing building
  - New substation with continuation of the current station
  - New headquarters (discontinuing use of the current station)
- Fire Station #3
  - Conceptual needs for a third fire station
- Joint Public Safety Facility
  - Conceptual space needs for a joint Police and Fire Station #3

The proposed contract with ClarkNexsen is $249,800. If the contract is approved, the project will kick-off in the coming weeks and is scheduled to be complete in May of 2026.

Manager's Recommendation:
Approve the contract with ClarkNexsen and authorize the Town Manager and Attorney to finalize the terms and conditions and execute the contract.

ATTACHMENTS:
Clark Nexsen-NC_Cornelius Town Facilities Needs Assessment.pdf
Draft Contract with Exhibit- ClarkNexsen.pdf