

City of Independence

MEMORANDUM

City Manager's Office

DATE: March 20, 2017
TO: Mayor and Councilmembers
FROM: Zachary C. Walker, City Manager
SUBJECT: City Hall Programming and Master Plan Study



At the direction of City Council, staff issued a Request for Proposals (RFP) to engage an architectural and engineering (A&E) firm to assist with an evaluation of city hall. After a review of written proposals and interviews, TreanorHL was selected as the most qualified firm for this work.

I am executing a contract with TreanorHL, within my purchasing authority and using budgeted funds, for the first two phases of the project as outlined in the attached scope of work. Phase 1 is an existing conditions survey of city hall and other public buildings which could potentially benefit from consolidated spaces. The consultant will evaluate deferred maintenance requirements, including ADA compliance, life safety issues, building code requirements, and routine maintenance. The Phase 1 report will include recommendations with cost estimates for repair or replacement projects. Phase 1 will be completed by June 30, 2017.

Phase 2 will develop the building program requirements and building space and parking needs. During this phase, the consultant will conduct a program review workshop with city departments, including the City Council, to evaluate departmental needs, adjacency requirements, access needs, and parking requirements. The consultant will develop three scenarios for meeting the identified needs: (1) renovating city hall; (2) renovating and expanding city hall; and (3) constructing a new city hall. The consultant will review the preliminary scenarios with staff and the City Council before finalizing the Phase 2 report and recommending next steps.

Phases 3 and 4 are optional based on the findings and City Council direction from Phases 1 and 2. Phase 3 will better determine the costs and viability to renovate the existing city hall versus constructing a new facility. Phase 4 will further develop the selected concept for use by the City in public discussions. This phase includes a streetscape concept for the downtown area to ensure any improvements connect to the Independence Square.

I will keep you informed as this project moves forward. Please let me know if you have questions in the meantime.

cc: Department Directors
Attachment: TreanorHL City Hall Programming and Master Plan Study Scope of Work