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TO: Debbie Manns, ICMA-CM; City Manager
FROM: Dale Hall, AICP, PLA; Planning & Development Director
DATE: March 7, 2025
RE: RFQ#25-008 - CDBG-MIT ARCHITECTURAL SERVICES

REQUEST:

The request is for City Council to review and consider the approval of **K2M Design** for the architectural design services of Fire Station #1 as outlined in RFQ#25-008.

DISCUSSION:

This project will include replacing the roof, bay doors, exterior doors and windows, generator and other building improvements on Fire Station #1 and will be partially funded by a Community Development Block Grant (CDBG).

On February 27, 2025, Staff held interviews with the three (3) firms that submitted RFQ packages. Subsequent to the interviews, K2M Design was ranked number one (1) out of the three (3) firms.

Evaluation criteria was based on experience and past performance, qualifications of the project manager, familiarity or ability to become familiar with the project, project approach, and the ability to stay within the confines of the budget.

Staff is confident that K2M Design has the expertise to deliver a product that meets and or exceeds the demands and standards set by City Council and Staff.

RECOMMENDATION:

Approval of the selection of K2M Design and allow Staff to negotiate fees associated with the architectural and design services of the project.

BUDGET / FISCAL IMPACT:

There is no budget impact associated with the approval request and recommendation at this time.

ATTACHMENTS:

Firm Ranking Sheet
