



MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

TO: MAYOR AND TOWN COUNCIL
FROM: DIANE MCBRIDE, ASSISTANT TOWN MANAGER
SUSAN LEE, PLANNER, COMMUNITY DEVELOPMENT
RE: RESOLUTION 21-27: A RESOLUTION APPROVING AN AGREEMENT WITH STAIS
ARCHITECTURE AND INTERIORS FOR DESIGN SERVICES FOR PHASE TWO
SITE AND LANDSCAPE DESIGN AT THE FRISCO BAY MARINA WITHOUT A
COMPETITIVE BIDDING PROCESS
DATE: NOVEMBER 30, 2021

Summary and Background: Town Council adopted the Frisco Marina Park Master Plan on June 26, 2018. Plan implementation started in 2019 with Phase One and the Big Dig excavation project. In 2019 and 2020, the Town utilized the services of Stais Architecture and Interiors to complete the design for Phase Two of the Frisco Bay Marina project. This design work was initiated to insure the new office building and other Phase Two improvements were carefully considered and integrated with the Marina Master Plan. Phase Two projects currently underway include the lift station/deep utility work, the office building, and the fuel system. The remainder of the Phase Two improvements include the landscaping and site work required to complete the access, circulation, and planting improvements in the area around the new office building, the Island Grill, the beach, and dock area.

Analysis: With the major infrastructure improvements from the Marina Master Plan nearing completion, Council has directed staff to look towards a phased implementation of the remaining Master Plan elements. Stais Architecture and Interiors and the design team consisting of Norris Design and MurraySmith Engineering, has been an integral part of the ongoing development of the Marina. Based on their special knowledge of the project and their fair and reasonable design fees, staff is proposing to utilize their services to design the budgeted improvements for 2022.

The scope of work for Phase Two Site and Landscape Design includes:

- The development of schematic plans for the Lund House renovations, Island Grill renovations, Restroom expansion, Paddle and Motor Sport Rental kiosks, and a potential entertainment pavilion.
- The development of construction documents for the bidding and implementation of pathway and sidewalk improvements, park and pavement designs for the two acres of land between the docks, beach area, and the Island Grill.
- Construction observation services for the installation of the pathway, pavement and landscape improvements.

Financial Impact: Town Council allocated \$900,000 in the 2022 budget for Master Plan Implementation at the Marina. The proposed agreement with Stais Architecture and Interiors is for a cost not to exceed \$219,760. This will come out of the Marina Fund Capital Improvements (90-9000-4444). There are sufficient funds in this account for this work.

Alignment with Strategic Plan: Per the 2019-2020 Town of Frisco Strategic Plan, the completion of Phase Two of the Marina Master Plan, is a priority goal for Council. The Town recognizes the importance of its recreational opportunities as essential to the Town's vibrancy, providing unique opportunities for visitors and locals to explore, play, experience, and share with the broader community. Such vibrant recreation is central to the community's economic vitality and therefore a high priority for the Town Council to maintain, sustain, and protect for future generations.

Environmental Sustainability: In order to ensure the improvements planned for the Site and Landscape design are compatible with and include Town goals related to environmental sustainability, Hilary Sueoka, the Town's Environmental Programs Coordinator, will be actively engaged in all design discussions for this project. Staff will continue to provide guidance to the consultant team on the Town's sustainable land use codes to ensure the design of the improvements meet or exceed all requirements.

Staff Recommendation: Staff recommends a sole source contract with Matthew Stais Architects for the design of the Phase Two Site and Landscape Design. Under section 9-3 of the Town Code, the Town Council is authorized to approve a contract for goods or services without a competitive bidding process when, in the opinion of the Council, the goods or services are best obtained from a single source due to specialized skills, knowledge or experience, unique and relevant experience, knowledge of the Town or exceptional qualifications or reputation in the field.

Stais' previous work in designing the marina office and boater services building, and designing concept plans in conjunction with Norris Design in advance of the Phase Two Site and Landscape Design, and serving on the Advisory Committee for the Frisco Marina Park Master Plan, demonstrate specialized knowledge and experience that is unique and relevant to the Town and to the Marina's operations. The proposed agreement with Stais Architecture and Interiors is fair and reasonable in light of the market for similar services. Accordingly, the design of Phase Two Site and Landscape design is best obtained from a single source without a competitive bidding process.

Reviews and Approvals:

- Leslie Edwards, Finance Director
- Tony O'Rourke, Town Manager

Attachments:

- Attachment 1_Resolution 21-27
- Attachment 2_Contract for Goods and Services_Stais Architecture and Interiors.