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## MEMORANDUM

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P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: JEFF GOBLE, PUBLIC WORKS DIRECTOR**  
**RE: AWARD OF CONTRACT FOR THE TOWN HALL FACILITY MASTER PLAN TO STAIS ARCHITECTS.**  
**DATE: OCTOBER 11, 2022**

**Summary and Background:** Frisco Town Hall was constructed in 1983, remodeled in 2000 to create more office space and now the town has outgrown this building as it is configured now. Staff recommended to Town Council that the Town commission a study to determine what can be done to make the facility have more office space and increase its energy efficiency. During the July 12<sup>th</sup> meeting of the Town Council, Staff was directed to create a Request for Proposals for the Town Hall Facility Master Plan. The purpose of this master plan is to determine the best method, cost estimates and project phasing for the complete remodeling of the Town Hall building and grounds. Once this plan is complete, Town Council will be able to make informed decisions on the updated and expanded use of the interior and exterior of the facility.

**Analysis:** The RFP for the Town Hall Facility Master plan was published on July 29, 2022. A mandatory site visit was conducted on August 9, 2022 and all proposals were due on September 13, 2022 at 1:00pm. The Town received 3 proposals by the deadline. Each proposal received was found to be adequate and correct (all proposals are available upon request). Proposers and not to exceed costs are listed below:

Stais Architecture & Design – \$93,000  
GSG Architecture – \$100,020  
Cushing Terrell Architecture – \$135,000

Based on cost and familiarity with the Town, Staff recommends Town Council accept the proposal from Stais Architecture & Design

**Financial Impact:** Town Council previously gave approval for the total sum of \$120,000 be appropriated for this purpose within the 2022 Capital Improvement Fund budget. The total budget appropriated for the Capital Improvement Fund will not exceed total previously appropriated expenditures for 2022 within this fund, therefore a supplemental appropriation resolution is not necessary for this purpose. This project will expend up to \$93,000 from the Town Hall Master Plan line item 20-2000-5095.

**Alignment with Strategic Plan:** This project aligns with the Quality Core Services and Sustainable Environment sections of the Strategic Plan.

**Environmental Sustainability:** This project aligns with the environmental sustainability goals of the Town by planning for a much more efficient HVAC system within the building as well as planning for new electric vehicle charging stations.

**Staff Recommendation:** Based on the information contained in this report, staff recommends that Council accept the proposal provided by Stais Architecture & Design for a cost not to exceed \$93,000 (ninety-three thousand and 00/100) and direct staff to enter into a Goods and Services contract with Stais Architecture & Design.

**Approved By:**

Tom Fisher, Town Manager  
Leslie Edwards, Finance Director

**Attachments:**

Attachment 1 – Goods & Services Contract