



Staff Report

For City Council Meeting - 8/7/2024

Subject - New Business - Announce Public Safety Building Architecture & Engineering Services RFP Selection Committee Community Members

Synopsis: The City published an RFP on July 5th seeking proposals from qualified and experienced Architects for the purpose of providing the design and construction administration services for development of a new Public Safety Building. 10 potential bidders contacted the Klosh Group and attended a current fire station and police station walkthrough on July 23rd. Proposals were designated due by 3:00 p.m. on August 6th.

In the interim, the Klosh Group work group determined the selection committee would be composed of (7) individuals, each with an approximate 10-15 hours of investment. A Klosh Representative, the Fire Chief, Police Chief, City Treasurer, and City Administrator were assigned to the committee. It was requested the Mayor select two community members for the remaining spots. Robert Lee and Jay Speakman were asked and both agreed. All (7) Selection Committee members attended the Council worksession on July 30th to tour the existing facilities and discuss the deficiencies.

The next steps are for committee members to score the written proposals. A Top (3) will be narrowed and more heavily weighted interviews will be conducted. The committee will make a recommendation to Council at the October meeting where ultimately, selection is a Council decision. The official timeline is listed below:

- August 7th: Architectural selection committee kickoff meeting.
- August 12th: Gearhart Town Hall to introduce the Klosh Group and line out the community engagement process for the Public Safety Building.
- August 13th: Selection Committee meeting to review, score and discuss written proposals.
- September 3rd: Selection Committee meeting to finalize architect interview questions.
- September 10th: Selection Committee interviews top 3 architectural teams.

- September 11th: Jessie from the Klash Group will submit final interview scores by email.
- September 12th-27th: Architectural contract negotiations.
- October 2nd City Council: The Selection Committee recommends to Council awarding the contract to the top ranked architectural firm.

Recommendation: N/A

Legal Analysis: N/A

Financial Analysis: N/A

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the name 'Chad', written in a cursive style.

Chad