

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: June 18, 2015

Subject: Report regarding the status of the Memorial City Hall renovation project

This item has been placed on the agenda at the request of Commissioner Calhoun.

A Request for Qualifications for Architectural Services was prepared and advertised in the Marshall News Messenger on June 7th and 14th. To date, four requests have been received for the RFQ information packet. The deadline for proposals to be submitted from interested architectural firms is 10:00 a.m., June 30, 2015.

A general outline has been established as a preliminary project schedule. This information was included in the Request for Qualifications:

| <u>Date</u> | <u>Phase</u> |
|--------------------|----------------------------------|
| September 1, 2015 | Schematic Re-Design Complete 95% |
| September 22, 2015 | Construction Documents Complete |
| October 1, 2015 | Construction Administration |
| October 31, 2016 | Construction Complete |

After proposals are opened on June 30, 2015, they will be reviewed by an Evaluation Committee, which will consist of myself, Jack Redmon, and Wes Morrison. This committee will then bring a recommendation for the selection of an architectural firm to the City Commission for approval. We hope to make this recommendation at the July 9th City Commission meeting.

The condition of the Memorial City Hall building has deteriorated substantially. Jack Redmon has been in contact with the Harrison County Sheriff's Department, and they are willing to work with us to provide inmate labor to clean the building. This clean-up will begin in a few weeks.