

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: December 4, 2015

Subject: Authorize City Staff to negotiate a contract for a preliminary architectural conceptual design, with estimated costs, for an animal shelter that adequately meets the needs of the City of Marshall, reserving the right to utilize the services of said architect to complete the project if the project is so approved at a later date.

The City of Marshall advertised for Requests for Qualifications for Architectural Services for a Needs Assessment and Conceptual Design for a new Animal Shelter facility. The RFQ's were opened on Tuesday, December 1, 2015, 10:00 a.m., in the second floor conference room of City Hall.

Responses were received from the following architectural firms:

- 1) Flowers and Associates, Architects, Inc. of Marshall, Texas.**

Recommendation

I recommend that the City Commission authorize City Staff to negotiate a contract with Flowers and Associates, Architects, Inc. of Marshall, Texas for a preliminary architectural conceptual design, with estimated costs, for an animal shelter that adequately meets the needs of the City of Marshall, reserving the right to utilize the services of said architect to complete the project if the project is so approved at a later date.