



TO: Mayor Jim Gray  
Urban County Council Members

FROM: Dowell Hoskins-Squier, Commissioner

DATE: November 14, 2016

SUBJECT: Facilities Plan Consultant Services for Environmental Quality and Public Works

**Request:**

The Department of Environmental Quality and Public Works requests council approval authorizing the Mayor to enter into a contract with Stantec Architecture, Inc. to develop a facilities plan for the department.

**Purpose of Request:**

This project was approved for the FY17 budget after a review of current leasing costs incurred by the department. In developing the Request for Proposals for the project, preliminary condition assessments were conducted for the office spaces and other buildings utilized by the department's five divisions. Significant maintenance issues, plus the afore-mentioned rental costs, prompted the department to consider a comprehensive plan to examine the location and condition of the buildings and equipment used by the various divisions; to optimize the use of these properties; to develop an appropriate department layout for maximum efficiency; and to complete a comprehensive facilities plan for EQPW.

**What is the cost in this budget year and future budget years?**

The cost for this FY is: \$218,000.08

The cost for future FY is: \$0, unless council authorizes a future construction project to implement the plan.

**Are the funds budgeted? Yes**

Account numbers:

Fund	DeptID	Section	Account	Cost
1101	707201	0001	71299	\$34,880.01
1115	707201	0001	71299	\$89,380.04
4002	707201	0001	71299	\$63,220.02
4051	707201	0001	71299	\$26,160.01
4121	707201	0001	71299	\$4,360.00

\$218,000.08

File Number: 1266-16

Director/Commissioner: Dowell Hoskins-Squier, Commissioner

