



REQUEST: Resolution 24-120 – Resolution to Approve Professional Services Agreement with Architect Workshop to Prepare Space Needs Assessment Update for Police Headquarters

SUBMITTED BY: Victor Lay, Town Manager
Chuck Downham, Assistant Town Manager

DATE: December 5, 2024

ATTACHMENTS: Resolution 24-120 – Resolution to Approve Professional Services Agreement Between Town of Nolensville and Architect Workshop to Prepare Space Needs Assessment Update for Police Headquarters
Architect Workshop – Statement of Qualifications
Request for Qualifications – Police Headquarters (August 2024)

PURPOSE:

The purpose of the Resolution is to approve the Professional Services Agreement between the Town of Nolensville and Architect Workshop to prepare a space needs assessment update for the new police headquarters facility located on Sunset Road.

BACKGROUND:

The Town of Nolensville has experienced significant population growth over the past 20+ years from a population of 3,099 in 2000 to a population of 16,836 in 2024. In response to continued growth and development of the Town, the Police Department has expanded personnel and law enforcement resources to serve and protect the growing population and business base.

In January 2023, a Space Needs Assessment was prepared for the Nolensville Police Department that provided a detailed space needs assessment over a 20-year period. The study indicated an immediate space need of 13,000 square feet and a projected space need of 29,000 square feet at the end of the 20-year planning period. In July 2023 the Town purchased 19.56 acres of land located at 1686 Sunset Road for \$1.9M.

The Board of Commissioners approved Resolution 24-50 to approve the Town submitting a Public Recreation Grant to TDEC for the parcel on Sunset Road. A master plan was prepared as part of the application submittal that provided for the development of park and recreation facilities, a police headquarters, and a public library along with associated site improvements. The Town received notification in August 2024 from TDEC that the Town had been successfully awarded a \$1.2M LPRF grant for park and recreation facilities improvements on the Sunset Road property.

In August 2024, the Board of Commissioners approved Resolution 24-86 to direct the Town Manager to proceed with issuance of a Requestion for Qualifications (RFQ)for professional design services for the police headquarters project. Town staff utilized a qualification-based selection

process as required by the State of Tennessee for procurement of professional design services. An RFQ (see attached RFQ) was published in August 2024 resulting in receiving statements of qualification from nine (9) qualified consultant firms. Town staff performed a detailed review of each of the statements of qualification to select a short-list of three (3) consultant firms to conduct an initial interview. Following the initial interviews, Town staff selected Architect Workshop based upon their expertise, design experience with similar projects, and relevant project experience (see attached the Statement of Qualifications from Architect Workshop).

The anticipated scope of services for professional design services will include the following elements:

- Programming/Conceptual Design
- Schematic Design
- Search/Selection of Construction Manager at Risk (CMAR)
- Design Development
- Construction Plans and Bid Documentation
- Construction Administration

During initial consultant interviews as well as reference checks, Town staff received consistent recommendations from consultants and local government clients to consider utilizing a construction manager at risk (CMAR) approach to help manage schedule, budget and execution of work from design through construction. Town staff concurs that a CMAR approach would be beneficial for the police headquarters project. To initiate design services it was recommended that the initial space needs assessment be reviewed and updated to help define the scope of work of the project in sufficient detail to assist in determining the scope for remaining services. Town staff requested Architect Workshop prepare a professional services agreement for preparing a space needs assessment update and other related services to initiate the design process and provide valuable information that will be utilized in defining the scope of services and associated fee structure for remaining services. Town staff has prepared Resolution 24-120 for consideration and approval that contains the professional services agreement as Exhibit A.

FISCAL IMPACT:

The professional services proposed in the attached Professional Services Agreement will be performed for a lump sum fee of \$9,750, plus reimbursable expenses billed at direct expense. Funding for design services for the new police headquarters facility are from appropriated funding within the Adequate Facilities Tax fund.

STAFF RECOMMENDATION:

Town Staff recommends approval of Resolution 24-120 to approve the Professional Services Agreement between the Town of Nolensville and Architect Workshop PLLC for the design consultant to prepare a space needs assessment update for the new police headquarters facility on the Sunset Road property for a lump sum fee in the amount of \$9,750, plus reimbursable expenses billed at direct expense as detailed in Exhibit A of the resolution. Funding will be from appropriated funds within the Adequate Facilities Tax fund.