



**REQUEST:** Resolution 26-060 – A Resolution to Accept Schematic Design, Authorize Preparation of Agreement with Architect Workshop for Design Development and Construction Plan Phases, and to Publish a Request for Proposal for CMAR for Police Headquarters Project

**SUBMITTED BY:** Chuck Downham, Assistant Town Manager  
Victor Lay, Town Manager  
Dale Armour, Police Chief

**DATE:** June 4, 2026

**ATTACHMENTS:** Schematic Design – Police Headquarters  
CMAR/Design-Bid-Build Process Comparison

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**PURPOSE:**

To consider approval of Resolution 26-060 to approve the Schematic Design package, authorize preparation of agreement with Architect Workshop for Design Development and Construction Plan phases, and to publish a Request for Proposal for Construction Manager at Risk (CMAR) for the Police Headquarters project.

**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 purpose of which in part was to design and construct a police headquarters facility to meet current and long-term needs of the Police Department.

In August 2024, the Board of Commissioners approved Resolution 24-86 to direct the Town Manager to proceed with issuance of a Request 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. The Board of Commissioners approved Resolution 25-73 to enter into a professional services agreement with Architect Workshop to provide design services for the preparation of schematic design for the new Police Headquarters project.

In February 2025, Architect Workshop completed an updated space needs assessment and identified two different space needs alternatives. In January 2026, the Board of Commissioners

approved Resolution 26-05 to provide guidance on the schematic design approach for the Police Headquarters project to proceed as a single-build project rather than a phased project approach. Following the design guidance provided by the Board, the design consultant team has prepared detailed schematic design plans that include civil engineering and architectural plans. The project as currently designed provides for a main building housing mission critical operational services with an approximate square footage of 20,300 and an annex building containing other ancillary services and equipment storage functions with an approximate square footage of 5,600 for a total square footage of 25,900.

The Board of Commissioners during their most recent work session meeting expressed interest in proceeding with the Police Headquarters project through design development as well as initiating the search and selection process for a Construction Manager at Risk for the Police Headquarters project.

### Schematic Design

Architect Workshop prepared a detailed schematic design package that includes spatial analysis and concepts, site, architecture, systems and interior materials diagrams, interior and exterior assembly diagrams, and engineering diagrams (included with the agenda package). A more detailed design package that includes systems narratives is also available.

Town staff performed a detailed review of the schematic design package and provided input to the design team on various site, architecture, and systems elements to be addressed as the design process continues to progress. In particular, Town staff has requested the preparation of alternative building elevation plans including the façade facing Sunset Road to provide more architectural articulation of the façade and placement of windows. Additional staff comments and input provided direction to the design team on office placement, secure parking and driveway access, and various interior systems that will be thoroughly addressed as the design progresses to the next phase of design – Design Development. Town staff and the project architect will be available to address questions from the Board during the work session.

### Design Services – Design Development and Construction Plans

The next phase of design work is Design Development followed by the preparation of final construction plans and specifications. Design Development will advance plan preparation to approximately 70% of the complete design process. As discussed during the most recent meeting of the Board of Commissioners, the Board of Commissioners will have a “go/no-go” design point at the conclusion of Design Development to determine whether to proceed with preparation of construction plans and specifications based upon the status of the commitment to serve the Police Headquarters project with sanitary sewer service by Metro Water. If the Town receives a commitment to serve from Metro Water, the Board of Commissioners can give consideration to allowing the design consultant to proceed with remaining design services (excluding construction administration services that will be negotiated at the conclusion of construction plan preparation) or alternatively suspending design services until such time as a commitment to serve sanitary sewer has been obtained from Metro Water.

Architect Workshop and the Town will utilize a standard American Institute of Architects (AIA) professional services agreement for remaining design services. The AIA agreement is a more appropriate agreement tool for design development and construction plan preparation, especially if the Town engages a Construction Manager at Risk (CMAR) as part of the project delivery team as there is an AIA agreement template that can be utilized specifically for contracting with the CMAR that works seamlessly with the AIA agreement utilized for design services. Town staff upon authorization by the Board of Commissioners will work with Architect Workshop to prepare an agreement utilizing the AIA template for formal consideration and approval by the Board of Commissioners.

#### Construction Manager at Risk (CMAR)

Architect Workshop has prepared a comparative summary of the benefits of both a Construction Manager at Risk (CMAR) and Design-Bid-Build (DBB) approach to the project. In reviewing the literature available on CMAR, there are numerous benefits to utilizing such an approach for a municipal building project that include: early cost control, guaranteed maximum price, timely conflict resolution and design and collaboration, and risk management. The procurement of a CMAR will target selection of a qualified construction management firm to provide pre-construction and construction services for the delivery of the Police Headquarters project. The selected CMAR will be responsible for design reviews, cost estimating, value analysis, constructability reviews, and subcontractor procurement all while working closely with Town staff and the design consultant. Architect Workshop has prepared a CMAR/Design-Bid-Build Process Comparison (attached) that compares a CMAR approach with a Design-Bid-Build approach outlining the pros and cons of both approaches including specifically the advantages for a CMAR approach.

The agenda package includes two examples of Request for Proposals for CMAR – Brentwood and Mt. Juliet both for police headquarter facilities. Both the City of Brentwood and the City of Mt. Juliet utilized a CMAR approach for their respective police headquarter facilities. A Request for Proposal (RFP) will need to be prepared and published with input and assistance from Architect Workshop (included in current professional services agreement between Town and Architect Workshop). Once the RFP has been prepared, the solicitation will be advertised in accordance with Town purchasing policies for a period of approximately 30 days. The RFP process will seek the best-qualified and responsive proposer with the award based upon criteria contained in the RFP including experience and ability of firm to best meet the needs of the Town and cost effectiveness of the services proposed. Upon review of proposals received, a preferred proposer will be identified by Town staff with concurrence from the Board of Commissioners followed by contract negotiations subject to formal approval by the Board of Commissioners.

#### Sewer Service

Town staff recognizes the importance of securing a formalized commitment for sewer service from Metro Water and that such a commitment may not be immediate once construction of the sewer main project is underway. Town staff is prepared to engage Metro Water once construction of the sewer main project is underway to secure a commitment to serve the police headquarters project upon completion of design and construction which would allow the sewer project construction to progress significantly in the interim. If the commitment for sewer is not forthcoming before or at the completion of the design development phase, the project including work performed by the design

consultant and CMAR can be suspended accordingly until such time as a commitment will be issued by Metro Water.

#### FISCAL IMPACT:

If the Board of Commissioners agrees to progress through Design Development Phase that includes the engagement of a Construction Manager at Risk (CMAR), the estimated cost for design services only would range from \$350,000 to \$400,000, subject to negotiation of the AIA agreement between the Town and Architect Workshop. The cost for CMAR through design development phase and beyond would be negotiated with the contractual terms between the Town and the selected CMAR with the expectation that there may be cost from the CMAR associated with the design development and construction plan phases, especially if the project is paused or suspended at the conclusion of design development pending issuance of a sewer service commitment from Metro Water.

Completion of construction plans and associated documentation by the Architect Workshop team would entail an estimated cost range of \$600,000 to \$650,000, subject to negotiations between Town and design consultant. Lastly, construction administration services are anticipated to be approximately \$350,000 to \$400,000 and would be subject to negotiation at the conclusion of the construction plan preparation phase in the form of an addendum to the AIA agreement subject to approval by the Board of Commissioners. The proposed FY26-27 budget has \$1,400,000 budgeted for Design/CMAR that will be sufficient for advancing the Design Development phase of the design process and may be sufficient for construction plan preparation depending upon contract negotiations.

#### STAFF RECOMMENDATION:

Town staff recommends approval of Resolution 26-060 to approve the Schematic Design package prepared by Architect Workshop, to authorize staff to negotiate with input from Town Attorney an agreement with Architect Workshop for Design Development and Construction Plan phases utilizing an AIA B101-2017 Standard Form of Agreement Between Owner and Architect, and to publish a Request for Proposal for Construction Manager at Risk (CMAR) for the Police Headquarters project. The agreement with Architect Workshop will be presented to the Board of Commissioners for their consideration and approval. Town staff will present a recommendation and corresponding agreement for a Construction Manager at Risk for consideration and approval by the Board of Commissioners. The intent of design and CMAR services is to progress the project through Design Development phase at which time a "go/no-go" decision would be made by the Town based on status of a commitment to serve for sanitary sewer connection being secured by the Town with Metro Water. Progressing the project through design development would be undertaken with a clear understanding by all parties (architect and CMAR) that the project could be paused or suspended at the conclusion of design development phase should a sewer service commitment not be available from Metro Water.