

ARCHITECT SELECTION - MANZANITA CITY HALL
April 7, 2021 Workshop and Council Meeting

An important next step in the process will be the selection of an architect and design team of the project. Selection of the architect is one of the most important decisions you will make as the architect becomes a critical member of the project team.

Characteristics to consider in an architect:

- Design acumen
- Technical proficiency
- Communications skills to engage the community
- Communication skills to work with Council
- Track record of designing to a budget
- Excellent team player
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We will be developing a Request for Proposal for an architect over the next month. There remain some questions which we believe need to be resolved by City Council in the coming weeks so the RFP is very clear about the intentions of the Council. This clarity will help ensure that we get a strong response to the RFP from Architects that have the characteristics I just mentioned.

1. Establish a target budget. This budget needs to reflect the total cost of the project, including hard construction costs and soft costs such as architect fees, permits, furnishings etc. The budget needs to reflect the values that have emerged from the Manzanita Listens community input. The budget also needs to be a realistic reflection of the funding capacity the City has, as described by John today.
2. Define the uses that will go in the building. There has been some agreement that the building will consolidate administrative and public safety functions. Other possibilities discussed have included such things as a large meeting space for up to 150 people, an emergency command center and other potential uses. The definition of the uses in the building drive the size of the building and the budget and it is critical to fix that building program to include that information in the RFP.
3. In the past the Council has taken a position on the question of whether to build a new building or to remodel the existing vacant school house. We would like to be sure to have a final decision on this question prior to issuing the RFP and hope that can be resolved when we meet at the end of April.

4. As discussed in the Manzanita Listens sessions there is great interest in what happens with the entire Underhill plaza site. The City Hall will certainly occupy only a small portion of that site. We would like to have Council concurrence the Architect's scope of work will include high level site planning for the entire City Plaza site as part of the analysis of where to locate the City Hall building. This is not a detailed master planning effort and would include no decisions about future uses of the site (Quonset Hut may be the exception), but this effort recognizes that placement of the new building needs to allow for reasonable options and maximum flexibility for development of the balance of the site.

The Selection Process

We are proposing that we develop the final Architect RFP after the decisions described have been resolved. The Council would form an Architect Review Committee that would review the written responses to the RFP. This committee would then interview qualified candidates. Following the interviews, the Committee would come to City Council with between one and three recommended finalists, with the Council making the final decision. This process should take 6-8 weeks following issuance of the RFP.