



Staff Report

TO: City Council
FROM: Joseph Cale, Management Analyst
DATE: December 17, 2024
SUBJECT: Award Professional Services Agreements with IMEG to Provide Facility Condition Assessments for 500 Grace Avenue and 105 Sixth Street – Capital Improvement Project CD-03

Description Award contracts for a term of one year to IMEG to provide facility condition assessments for 500 Grace Avenue and 105 Sixth Street.

Background and Analysis:

The City issued a request for proposals (RFP) for facility condition assessments on September 19, 2024, for 105 Sixth Street and on September 24, 2024, for 500 Grace Avenue. The RFPs specified the scope of services, including an analysis of the existing conditions of the properties and the necessary upgrades to allow the buildings to serve as food and beverage establishments.

The City received one (1) proposal for 105 Sixth Street and one proposal for 500 Grace Avenue: both from IMEG. Staff evaluated the proposals and determined that the services outlined in them are aligned with the scope of work detailed in the RFPs.

This update was presented to the Economic Development Committee on December 11, 2024.

Fiscal Impact:

The facility condition assessment for 500 Grace Avenue will be provided at a fixed fee of \$54,894.00. The facility condition assessment for 105 Sixth Street will be provided at a fixed fee of \$40,776.00. The funding for these contracts will be sourced from Project CD-03, Downtown Revitalization/Grace Building/Real Estate Acquisition, which has a remaining budget of \$1,793,864.08.

The cost to prepare this report is estimated at \$150.

Recommended Action:

Award Professional Services Agreements with IMEG for a term of one year to provide facility conditions assessments for 500 Grace Avenue and 105 Sixth Street at the fixed rates in the attached proposals.

Attachments:

- A. Professional Services Agreement – 500 Grace Avenue
- B. Proposal by IMEG – 500 Grace Avenue
- C. Facility Condition Assessment RFP – 500 Grace Avenue
- D. Professional Services Agreement – 105 Sixth Street
- E. Proposal by IMEG – 105 Sixth Street
- F. Facility Condition Assessment RFP – 105 Sixth Street
- G. Levine Act Statement