



## Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Kirk Pelsler, Economic Development Director  
**BY:** Joseph Cale, Management Analyst  
**DATE:** May 5, 2026  
**SUBJECT:** Professional Services Agreement for Design Services – 105 6th Street

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**Description:** Award of a Professional Services Agreement for design services at 105 6<sup>th</sup> Street to BFK Architecture + Planning.

### **Background and Analysis:**

On November 4, 2025, the City Council approved an Exclusive Negotiation Agreement with Landmark Coffee Roasters and Slice Society for tenancy at 105 6<sup>th</sup> Street.

Following Council direction, Staff initiated a series of due diligence efforts necessary to prepare the project for the design phase. These efforts were completed to better understand site conditions, regulatory requirements, and potential project constraints.

The due diligence studies performed include:

- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
- Supplemental Air Quality Assessment
- Underground Excavation Assessment
- Lead and Asbestos Survey

Additionally, the City retained a Project Construction Manager (PCM) to provide technical expertise and support throughout the project.

Upon completion of the due diligence phase, Staff, in coordination with the PCM, developed a Request for Proposals (RFP) for professional architectural and design services. The RFP was publicly advertised in accordance with City procurement requirements.

The City received one responsive proposal. Following review and negotiations, Staff recommends awarding a contract to BFK Architecture + Planning. The proposed

professional fee of \$77,000 represents approximately 11% of the project's estimated \$700,000 construction budget, which is consistent with industry standards for design services.

**Fiscal Impact:**

The total cost for the proposed design services agreement is not to exceed \$80,000. This cost is consistent with the project budget and aligns with typical architectural service fee ranges and reimbursable expenses. Adequate funding is available within the project budget (F26-02).

**Recommended Action:**

Approve a Professional Services Agreement with BFK Architecture + Planning in an amount not to exceed \$80,000 for architectural and design services associated with the Project F26-02.

**Attachments:**

- A. PSA – BFK Architecture + Planning
- B. Fee Proposal – BFK
- C. Technical Proposal – BFK
- D. Proposal Evaluation – PCM
- E. Levine Act Statement