

CITY COUNCIL AGENDA TOPIC

Resolution authorizing execution of a professional services agreement with SRG Partnership, Inc. in an amount including contingency funds not to exceed \$1,273,460, plus all applicable taxes to develop a Bellevue City Hall Facility Master Plan and a 10-Year Capital Plan.

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Finance & Asset Management Department

EXECUTIVE SUMMARY**ACTION**

This resolution authorizes the execution of a professional services agreement with SRG Partnership, Inc. to develop a Bellevue City Hall Facility Master Plan and a 10-year Capital Plan. The project is limited to twelve months. The scope includes creating a tactical roadmap and strategies for City Hall's capital improvements over the next decade, ensuring alignment with broader facility goals. Key areas of focus include deferred maintenance, aging infrastructure replacement, the integration of strategic initiatives and workplace modernization.

RECOMMENDATION

Move to adopt Resolution No. 10495

BACKGROUND/ANALYSIS

The Finance & Asset Management (FAM) Department oversees the City's various physical assets, including City Hall. Originally built in the early 1980s, the building was renovated in 2005-2006 following acquisition of the property from Qwest.

In 2018, HOK completed the Citywide Property & Facilities Long Range Plan to guide preliminary facility planning strategies for both near and long-term needs. Based on the reported space shortage data and headcount growth projections, the study estimated that Bellevue City Hall's indoor space shortfall would grow from approximately 12,000 square feet to 36,000 square feet over time. While the usage patterns of City Hall have shifted following the Covid-19 pandemic and the adoption of hybrid work, the layout and furniture plans of the building have not been updated to best support new modes of work that require increased collaboration, shared offices, and support for hybrid meetings.

In 2023, the City hired Kitchell to conduct a Facilities Condition Assessment (FCA) of City-owned and/or operated facilities. The assessment included a comprehensive asset inventory, deficiency evaluation, and corrective and maintenance recommendations. As part of the 2025-2026 budget process, Council approved the creation of the City Hall Remodel project (Capital Investment Plan No. G-124), with funding to advance planning and design efforts to implement the recommendations of the FCA and modernize the workspace in City Hall.

SRG Partnership, Inc. is currently developing workplace standards and a change management

approach through the City Hall One West Tenant Improvement (One West) project, which is in the design phase. While this project is limited to a specific area of the building, it shares overlapping objectives with the proposed City Hall Facility Master Planning and 10-Year Capital Planning efforts, including deferred maintenance, strategic initiative integration, and workplace modernization. The One West project is serving as a pilot project, and the workplace approach established through this project will directly inform the broader planning efforts for the rest of City Hall.

Given SRG's in-depth knowledge of the building and the City's objectives, staff have selected SRG through a competitive exception process as provided in our procurement policies. If Council decides to move forward with future phases of work associated with the City Hall Facility Master Plan and 10-Year Capital Plan, the City would bid that work out through our standard competitive processes.

If Council adopts the resolution, staff will execute the proposed professional services agreement with SRG and return to Council with recommendations as part of the 2027-2028 budget process.

POLICY & FISCAL IMPACTS

Policy Impact

Council approval is required for architectural and engineering services exceeding \$350,000.

Competitive bidding requirements may be waived by the municipality when an item is of special design, shape or manufacturer that matches or fits with existing equipment, inventory, systems, programs, or services.

Fiscal Impact

Approval of this action authorizes staff to obligate the City to pay an amount up to \$1,273,460, plus all applicable taxes, to enter into the professional services agreement with SRG Partnership, Inc to develop a Bellevue City Hall Facility Master Plan and a 10-Year Capital Plan. The funding for this project was anticipated and sufficient funding exists with the City Hall Remodel project (CIP Plan No. G-124).

OPTIONS

1. Adopt the Resolution authorizing execution of a professional services agreement with SRG Partnership, Inc. in an amount including contingency funds not to exceed \$1,273,460, plus all applicable taxes to develop a Bellevue City Hall Facility Master Plan and a 10-Year Capital Plan.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS

- A. CIP Plan Summary
Proposed Resolution No. 10495

AVAILABLE IN COUNCIL LIBRARY

Professional Services Agreement with SRG Partnership, Inc.