



Memorandum

Date: September 24, 2019
To: Mark D. Israelson, City Manager
Via: B. Caleb Thornhill, Director of Engineering
From: Richard Medlen, Facilities Maintenance Superintendent
Subject: Digitizing Building Plans

The city contracted in FY17-18 and FY18-19 with Strohmeier Architects, Inc. for the digitization of existing hard copies of selected building floorplans for eight of our larger facilities, converting them into AutoCAD format. Strohmeier Architects also conducted extensive field verification of current layout of the buildings, updating the CAD drawing to account for systems furniture and other additions. Facilities Capital Maintenance Fund planned to convert and update the plans for the remaining 43 buildings over the next five years. Staff determined it in the city's best interest to accelerate the project and have all of the buildings completed in two years.

Strohmeier Architects has shown through their delivered products an intimate understanding of the city's requirements and has proposed a schedule to perform the remaining work over 18-24 months from notice to proceed.

I recommend awarding an Architectural Services Agreement to Strohmeier Architects, Inc. for architectural services for the digitization and update of approximately 43 buildings in the amount of \$200,475 as in the best interests of the City.

The funding for the project is in the Capital Maintenance Fund Account #54445.

Please let me know if you have any questions.

/md

cc: Jim Razinha
Matt Yager
Michael Parrish
Jack Carr
Diane Palmer-Boeck