



MEMO

TO: Dan Santoro, Deputy Manager

FROM: Michael Malak, Director, Engineering & Environmental Services

DATE: December 8, 2020

**SUBJECT: Municipal Building
Master Plan Site Improvements**

It has been decided to move forward with the Master Plan Site Improvements Project for the Municipal Building campus. The goals of the project include:

- 1) converting the front parking lot and lawn area into a flexible community space;
- 2) expansion and modification to the side (eastern) parking area;
- 3) maximizing the capacity of the rear parking lot;

The expectation is to potentially start construction of the rear parking lot expansion by late 2021.

The Engineering Department has requested and received multiple proposals for the site design and master plan of the Municipal Building campus. Each of the proposals provided a unique approach and outlined related design/engineering services.

A thorough review of each proposal was completed to determine which proposal provided the best approach. After the review was completed, I have determined that HRG's proposal provides the greatest flexibility to advance the project. The proposal will allow the Township to refine the scope of engineering and permitting services for the front and side of the building after the vision for the Master Plan is complete. In addition, HRG's proposed scope of services included less exclusions when compared to the other proposals.

It is my recommendation to move forward with the first four (4) phases of HRG's Proposal for Municipal Campus Planning. The first four phases of the project shall include services Not to Exceed in the amount of \$74,225.00. These phases generally include survey, master planning and site design of the entire campus as well as preliminary/final engineering of the rear parking lot.

MCM/dm

Enclosure

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