

Watertown City Council

May 9, 2023

Agenda Item: Space Needs Analysis Solicitation of Quotes Project #CI130**Request for Action: Motion to approve the solicitation of quotes for a space needs study****Department: Jake Foster, City Administrator****Background:**

Storage has been a significant issue for the public works department, specifically in public services, for a number of years. Staff has had to store some equipment outside exposed to the elements due to the lack of space. Accessing equipment that is stored inside is also inefficient and unnecessarily challenging.

In order to address this issue, staff and Council have included items in the 2023 CIP any in future CIP years that address it. One of these CIP items is for the competition of a *Space Needs Analysis* to determine the scope of the issue, identify some alternatives for addressing it, while considering the longer term needs of the City and the public services division.

If approved, staff intends to reach out directly to firms in the area who have successfully performed this work for other cities in the area to request bids.

Recommendation:

Staff recommends that City Council approve the solicitation of quotes for a *Space Needs Analysis*.

Budget Impact:

\$10,000 has been allocated for this project in the 2023 CIP – Project #CI130

Funding Source:

Capital Fund>CI130

Motions:

"I move to approve the solicitation of quotes for a Space Needs Analysis."

Attachments:

None