

**CITY OF TYLER**  
**City Engineer's Office**  
511 West Locust  
Tyler, TX 75702  
(903) 531-1126

**REQUEST FOR QUALIFICATIONS**  
**Space Needs Assessment and Facilities Master Plan**  
**ADDENDUM NO. 1**

TO: Responding Professional Consulting Firms

DATE: March 28, 2024

PROJECT: Space Needs Assessment and Facilities Master Plan

The Request for Qualifications (RFQ) documents are modified as described below. All respondents shall acknowledge receipt of this and all other addenda on Attachment A (page 22) of the RFQ. This addendum becomes a part of the RFQ documents. All provisions of the RFQ documents shall remain in full force and effect, except as modified by this addendum.

(1) City-Owned Buildings (See Exhibit A): Add Municipal Court Building as follows:

**6. Municipal Court**, 813 N Broadway Avenue, was built in 1975 with approximately 25,619 sf (court is occupying approximately 12,000). There are about 17 employees working in this location. Security concerns, lack of space and secured storage space are among many problems with this building.

(2) Attached are the meeting notes, sign-in sheets, and department questionnaires.

ADDENDUM NO. 1 ISSUED BY:  
THE CITY OF TYLER – CITY ENGINEER'S OFFICE

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Darin Jennings, PE  
City Engineer

Receipt of Addenda No. 1 acknowledged:

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Signature

Date

# Space Needs Assessment and Facilities Master Plan

## Pre-Submittal Meeting Notes

**March 28, 2023**

### **MORNING SESSION**

#### General

- City of Tyler facts
- Map of downtown campus & facilities
- Darin – x Went through each page of the RFQ.

#### Phase 1:

- Review of the RFQ
  - Submittal deadline April 12, 2024, at 2:00 pm.
  - It is our intention to use this firm to design the first building.
  - Phases – 5 years, 10 years, 20 years
  - The City Manager is interested in the phase plan with a lot of details.
  - Public input – Have public strategy/ public meetings.
  - Will take the draft design to the Council Infrastructure Committee.
  - The conflict-of-interest questionnaire must be submitted also.
  - Interviews may be required to narrow the list down to the 2 or 3 firms that will progress to Phase 2.

#### Phase 2:

- Design documents
- The City will reimburse the 2-3 shortlisted companies \$20,000 each to help offset some of the effort and expenses.
- The company willing should be willing to sign the contract without modifications.
- Deadline April 12<sup>th</sup> at 2:00 pm at the TWU Building, Attn: Darin, or could be sent electronically PDF.
- An addendum with the meeting notes will be issued.
- Phase 2 will tentatively start 30-60 days after Phase 1.
- The Municipal Court will be added to the list of departments to be included.
- Municipal Court has one courtroom but needs two (2).

\*\*\*\*\*LUNCH BREAK\*\*\*\*\*

### **AFTERNOON SESSION**

Organizational Development (OD), Risk Management, City U, Communications, City Clerk

- OD
  - Docking station/testing room needed for civil service.
  - Communal space – currently there is not a common area of all city hall to gather, but one is needed.
- City U
  - City U can merge with other departments or it may be best to keep it separate as it is now.
  - A Safety Room is needed. When there is an emergency safety or weather situation, anyone in the building must go City Hall for shelter.
- Risk Management
  - Safety of the staff is a priority. Currently, there are multiple entry points without security.
- Communications
  - More office space is needed. Video production is at City U across from City Hall and the podcast recording studio is downtown.
  - They need a soundproof room.
  - A bigger conference room is needed.
  - Emergency Operations Center (EOC) – Currently, it is Fire Station 1 on Gentry Pkwy. Communications typically stays at City Hall and is not at the EOC.
- City Clerk
  - More storage room is needed for records retention required by law. A fireproof vault is needed.
  - All records should be stored in one climate-controlled area whereas currently they are spread out in several areas and buildings.
  - More space will be needed for a Deputy City Clerk.

Building Permits, GIS, MPO, Planning, IT

- Building Permits
  - Currently have 12 employees – More offices and space is needed.
  - Growth Projections
    - 5 years – 14 people
    - 10 years – 16 people
    - 20 years – 20 people.
  - Lobby-vital space
    - 2 permit techs are currently in an unsecured lobby area – they need space to assist walk-in guests.
  - Need a large conference room to meet with the public and other departments.
  - Large TVs are needed to review plans and when meeting with other departments or guests.
  - Need security –The current space is wide open and there is no barrier between the permit techs and the public.
  - In the shared lobby there are 5 people.
- GIS

- GIS joined via team – All personnel need individual offices.
  - A nursing room is needed.
  - A place to meet with customers is needed.
  - Space to have more IT advances/ network drops in every station.
  - Online Question – Is GIS information is store in the cloud or locally- is there a central area for servers and racks. That is more of an IT question.
- Planning
  - More meeting rooms are needed.
  - Security and safety concerns.
  - Currently 6 employees
  - Desire to have natural sunlight as much as possible.
  - Large TVs are needed to review plans.
  - Need space for plotters and large printers.
  - Chairs are needed in the waiting area because without any currently, it causes confusion as to who is next in line.
  - It is desired to have a customer service area with chairs with:
    - Consultation area
    - Meeting space
    - Space to have a more in-depth conversation.
    - Flex space for remote workers
- MPO
  - MPO has one employee.
  - By the next census, the City of Tyler is expected to grow enough to be a TMA.
- IT
  - Need a covered area for IT to inspect police cars.
  - IT has special needs for air conditioning in the server room.
  - Security is needed to allow authorized personnel into server rooms only.
  - A walk-in area is needed for visitors which are typically other city personnel.
  - Need a dock for big trucks to load/unload heavy equipment.
  - IT would like to stay with all departments for easier assistance and support of other departments.
  - Server weight has caused damage to the 3<sup>rd</sup> floor structure. They need a room that would be able to hold all servers with good climate control. The plan is to grow in servers for each phase of the plan.
  - The 20-year plan is to increase to 20 people.
  - A large conference room for 25 people and a small conference for smaller meetings is needed.
- City Manager
  - There is one City Manager, and that number will not change.
  - Needs the new space to be flexible to accommodate space for 1-2 positions. Not set positions example: assistant, strategic planner
    - Also consider the office for the assistant city manager and deputy city manager to all offices in the CMO (City manager's office).
  - A conference room separate from the council chambers would be nice.

- Currently if there are meetings in the Council Chambers and the City Manager's office conference room at the same time, they could hear and interrupt each other.
  - Technology needs to be better; top of the line; more professional.
  - Currently the conference room is also the kitchen/coffee station, but they need to be separate.
  - A large conference room is desired as the current conference room fits 12 people and there is no space to break up and pull someone to another meeting room.
  - City Hall needs more restrooms and accessibility. They are currently located along the mid-level staircase landings.
  - The city manager's office is not secure.
- Legal
  - Legal needs individual offices.
  - Need a common collaboration and reception areas.
  - Currently, we have one prosecutor, but there are two prosecutors included in the 5-year phase. Generally, every increase of 30,000-35,000 in population requires an increase in Legal staff (attorneys, prosecution division, legal admin.)
  - Need a large conference room.
  - Off-site public meeting space is needed. For example, when the city asks for public input in redistricting, MPO, or NBS public meetings, a public meeting space outside of city hall is needed.
  - A nursing area for infants at work is needed.
  - Question from the audience: Does the prosecutor need their own side? The Prosecutor currently has an office in city hall and municipal court. It still needs to be together with Legal because they work together when there is a discussion about enforcement.
  - Legal needs to be close to the CMO (City Manager's office), but municipal court prosecution doesn't necessarily have to be.
  - Legal and the City Clerk work closely, but we do not have to be in the same suite.
  - It would be beneficial for move the City Clerk into the City Manager's office suite to help with admin work. The clerk needs to have access to records.
- Water Administration
  - Need more storage space. Still has a lot of paper that needs to be stored.
  - No specific equipment requirements.
  - Need more meeting space and collaboration space.
  - Outdoor collaboration space with Wi-Fi
    - There is a lot of collaboration with consultants and Engineering.
    - Sometimes they meet in Kate's office because there is not enough conference room space.
    - Pam's office is where many informal discussions take place.
  - Standing desks are desired also.
- Engineering
  - Engineering works close with Water Admin.
  - Need more offices.
  - In the 20-year plan, they plan to have 20 people on staff.

- Need a conference room.
  - Have security and safety concerns.
  - Need more restrooms.
- Facilities
  - The Director of Facilities is there to answer questions that the consultants may have about the roof or any building questions.
- Water Business Office (WBO)
  - Currently have 15 members in the office with a desire to add 4 people.
  - Currently 4 people in the field and would like to expand to 6 people.
  - The field crew currently has half of a cafeteria table to share.
  - Currently has cubicles and would like docking stations.
  - Currently has 3 offices, and all others share space.
  - There are 3 customer service reps. – one high countertop with 3 stations behind bulletproof glass.
  - Customers reach under the glass at times to grab things.
  - Has one security guard who sits in a chair at a small table but would like to have an area for the guard with a low desk.
  - Have better secured doors with auto locks.
  - They have a panic button right now, but it is old and needs to be updated.
  - Safety and security is a major concern. They come to work when it is still dark outside and leave when it is dark.
  - They share a parking lot and often it is dark when they leave, and they handle cash/credit card info. Often, they leave work after dark without security.
  - They would like the parking lot to have more lighting, especially when transporting money.
    - They have been approached by people from the train tracks.
    - Staff vehicles have been broken into.
  - It is desired to have their own staff restrooms. They currently share restrooms with the public in an unsecured area. At times when a customer is upset/angry they could easily approach a staff member if they are in the restroom.
- Municipal Court
  - For the past 20 years, the municipal court has been in an old grocery store building. At the time, there were only 20k cases per year, but now the court is handling 100k cases annually.
  - City and court have grown, but the building has not.
  - Building is not secured.
  - There is no storage and are currently using outside storage.
  - Currently sharing a parking lot with the neighbors in the same building (NET Health). They have to coordinate so they can have enough parking space.
  - The parking lot is unsecured. Staff parks in the same lot as the defendants making them an easy target for any unhappy customers.
  - Many incidents of people getting into clerks' cars.
  - Currently there is one courtroom. About 50 people per hour go in and out of the courtroom.

- They have court going Monday through Thursday.
- Staffing
  - Currently 25 people
    - 6 clerks at the windows
    - 2 cubicles
    - 5 offices
    - 6 city marshals (all in the same room)
    - 2 judges
- In 20 years, staff growth needs to go from 20 to 40 people.
- Need 3 judges.
- Jury rooms are also being used as storage space, the library, and can only sit 6 jurors.
- The request is 3 courtrooms now and juror rooms.
- Dealing with case backlog.
- Finance
  - Currently have 12 employees with 11 offices.
  - In 5 years, the plan to grow by adding 3-4 positions.
  - Request a second conference room. Auditors use their conference room for 1-1 ½ months.
  - Have security concerns.
  - Fridays are their busiest day.
  - Currently have a vault for petty cash – the current vault would suffice. It is extremely heavy.
  - A bigger breakroom is desired – there is no place to sit/eat lunch.
  - Have a small office/small conference room.

Grundriss

# City Hall Annex RFQ Sign-In Sheet

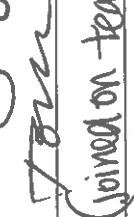
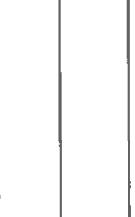
Meeting Date: March 28, 2024

3128124 (AM)

328 (M)

City Hall Annex RFQ  
Company Sign-In Sheet

Meeting Date: March 28, 2024

Company Name	Phone Number	Email	Representative Name (Print)	Signature
Randall Scott Architects	972-541-9800	aswalle@rsarchitects.com	Ashley Walker	
Randall Scott Architects	972-641-9700	pscott@rsarchitects.com	Preston Scott	
EMA/lanigan	903-312-4213	lanister@emaengineering.com	Justin Bristol	
Hutt-Zollars	214-871-3311	jho@hutt-zollars.com	John Ho	
Hutt-Zollars	214-871-2311	msusebee@hutt-zollars.com	Megan Susebee	
Freese + Nielsen	972-408-8071	tom.reeser@freese.com	Tom Reeser	
Adapt	850-570-5983	derren@go-adapt.com	Derren Fawcett	
Jennings Architects	903 253 0125	jason@jenningsarchitects.com	Jason Jennings	
DLR Group	952-210-9911	twilson@dlrgroup.com	Tom Wilson	
Stockwell Dwyers, Merrill	810-610-9110	jannat.nain@sdm.com	Jannat Nain	
Luigan Engineering			(joined on teams)	
HDR	409-720-8335	jacob.walker@hdrinc.com	Jacob Walker	

## Space Needs Assessment and Facilities Master Plan Questionnaire

### Existing Facility

Department	Water Admin	City Manager's Office	Municipal Court	Water Business Office	Building Permitting	GIS	Legal	Planning	MPO	IT	CityU	OD/HR	COM/H	RISK	FACILITIES	ENGINEERING
	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/
1	1	5	10	20	5	10	20	5	10	20	5	10	20	5	10	20
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### Future Facility:

Department	Water Admin	CHO	Municipal Court	Water Business Office	Building Permitting	GIS	Legal	Planning	MPO	IT	CityU	OD/HR	COM/H	RISK	FACILITIES	ENGINEERING
	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/
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### Department Specific

Department/Requirements	Water Admin	CHO	Municipal Court	Water Business Office	Building Permitting	GIS	Legal	Planning	MPO	IT	CityU	OD/HR	COM/H	RISK	FACILITIES	ENGINEERING
	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/	#	Age/
1	1	5	10	20	5	10	20	5	10	20	5	10	20	5	10	20

Wish list - See Individual Department Sheets