

# REQUEST FOR ACTION

**Department Head**

Luke Fischer,  
Assistant to the City Administrator

**City Council Date**

December 15, 2009

**Agenda Item**

Authorize solicitation of Requests for Proposals for the Delano Village Hall

**ACTION REQUESTED**

Authorize staff to seek proposals for an architect to plan a phased improvement for the Delano Village Hall

**BACKGROUND**

In 2009, the City was awarded a grant from the Minnesota Historical Society which would fund approximately 50% of the cost for a new roof and fire suppression system at the Delano Village Hall. These improvements were deemed "critical" in the 2007 Structural Analysis conducted by the City to determine the long term viability of the building.

As these grant funded improvements are planned for, the Historic Preservation Committee and staff recommend that the City seek proposals from architects to plan out a phased redevelopment of the building. This will ensure there is a long range plan for the site and all improvements are made to a consistent standard.

This request is only for the City to issue an RFP for Architectural Services as they relate to the Village Hall. Staff will bring the results to the City Council as they are collected.

**ATTACHMENTS**

- Draft RFP for Architectural Services