

## WORKSHOP MEETING - CAIRO MAYOR & COUNCIL – NOVEMBER 20, 2017

The November 20, 2017 Workshop Meeting was called to order at 5:00 p.m. in the Council Room at 101-B North Broad Street by Mayor Robert B. Burns, Sr. Present were Mayor Pro Tem Ernest W. Cloud, Jr., Council Members Jerry L. Cox, James H. Douglas, and Robert L. Gwaltney. Councilman Lannis Thornton and City Attorney Thomas L. Lehman were unable to attend the meeting. Staff Members in attendance were City Manager Chris Addleton, City Clerk Carolyn Lee, and Police Chief Keith Sandefur. Cairo Messenger Editor, Randy Wind, was also in attendance.

The purpose of the Session was to discuss the selection of professional architectural services for the new Police Department building. City Manager Addleton presented the proposals that were received from five firms: **1.)** Buckley & Associates of Albany; **2.)** J. Glenn Gregory Architects of Valdosta; **3.)** Jinright, Ryan & Lynn Architects of Thomasville; **4.)** SRJ Architects of Albany; and **5.)** WM2A Architects of Macon. All of these firms had provided services for police stations in other cities in Georgia. City Manager Addleton also provided an Evaluation Criteria Sheet for use in evaluating the firms on five areas of criteria. The five criteria were: **1.)** Firm Qualification and Experience (25%), **2.)** Key Personnel Qualifications and Experience (20%), **3.)** Relevant Project Experience, with References (30%), **4.)** Familiarity with Geographical Location (10%), and **5.)** Workload and Performance on Past Similar Projects (15%). Each criteria would receive a rating from number one, being poor, to number four, being excellent.

Council Members discussed various components involved in the procedure and the design of the building. Councilman Douglas asked if fee structures had been requested, with City Manager Addleton reporting that it was not included in the proposals. Councilman Cox added that the architect would provide information on what it would cost the City, and they should also manage the construction as well. Councilman Cloud asked if the structure would be two-story and learned that the architect would determine that based on the size of the lot. Councilman Cox noted that a two-story would be more costly due to the need for an elevator. The size of the tract was discussed, with some members expressing concern that it might be too small for a single-story building.

Chief Sandefur was questioned regarding the number of offices needed and the number of vehicles that would be parking there. It was noted that there would also be parking available in the lots across the street. It was suggested that plans include room for an additional officer per shift in the future.

City Manager Addleton had called some references learning that Buckley had been referred to by one reference as “top-notch” regarding a station that had included a courtroom. The City of Hinesville had also highly recommended the firm. J. Glenn Gregory had done the Moultrie rehabilitation. Jinright had submitted a proposal for the Donalsonville department but was not chosen for the job. They had done a utility drive-thru for Camilla and also a public works building. SRJ Architects had done the two-story building in Sylvester. WM2A Architects had done the Centerville station which some of the Council Members thought was nice but too small for Cairo. Some of the Councilmen had visited departments in other cities. Councilman Cloud did not like the booking room design in Centerville, but did like the cubicles.

Councilman Cox wanted someone who would partner and participate with the City on the project. He advised that Buckley held the contractors responsible for their work. He wanted to see two or three of the firms do a presentation to the Council. Councilman Douglas had previous experience with the Buckley firm and wanted an architect who would stay on top of the job and

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report to the Mayor and Council. City Manager Addleton reported that only one of the firms had minor litigation history.

Councilman Cox asked how large the current building was, learning that it was around 7,500 sq. ft., with 5,000 to 6,000 feet being used currently. Councilman Douglas requested Chief Sandefur to ask his staff for input on what they needed. It was noted that the Centerville station had a good evidence locker design, but it was too small for Cairo. Councilmen Cox and Douglas expressed that they liked separate offices for the officers, with Councilman Cloud adding that the patrol personnel might could use cubicles, with Chief Sandefur agreeing. Councilman Cox asked Chief Sandefur to be thinking about security measures such as cameras and doors to provide to the architect.

It was decided that the Council would study the proposals, rating each of them, and provide the information to City Manager Addleton by lunchtime on Monday, November 27<sup>th</sup>.

**ADJOURN:** Motion was made by Councilman Cloud to adjourn, seconded by Councilman Douglas, and unanimously approved by all Council Members.

**APPROVED:**

**ATTEST:**

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**CAROLYN B. LEE, CITY CLERK**

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**ROBERT B. BURNS, SR., MAYOR**