

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

00-342

SYNOPSIS -

AGENDA:

Approval to issue a Request for Qualifications (RFQ) for the proposed Des Moines Municipal Housing Agency Office Facility.

JULY 24, 2000

FISCAL IMPACT -

SUBJECT:

None with this action. This approval simply allows evaluation of interested architectural firms and selection of a finalist to recommend to the City Council. Upon selection of an architectural firm, a specific contracted agreement will be presented to the City Council for consideration. The cost and source of funding will be included in that future City Council report.

ISSUANCE OF AN
RFQ FOR HOUSING
AGENCY OFFICE
FACILITY

TYPE:

RECOMMENDATION -

RESOLUTION
ORDINANCE
RECEIVE/FILE

Approval.

BACKGROUND -

SUBMITTED BY:

In the February 2000 Operating Budget hearings, the Housing Services Director described the critical need for an office facility for the Des Moines Municipal Housing Agency. That presentation included a letter from the U.S. Department of Housing and Urban Development (HUD) regional office identifying lack of adequate and appropriate office facility as a problem and urging the Des Moines Municipal Housing Agency to acquire an adequate and suitable office facility. The HUD Regional Director, based on HUD's program review team visit, in his letter requiring specific improvements stated, "A signification issue is the very inefficient office conditions currently existing at the Housing Authority. The purchase of a permanent facility for these purposes would greatly enhance the staff's ability to conduct their duties."

BEN MONTIJO
HOUSING SERVICES
DIRECTOR

The February 2000 Capital Improvement Budget presentation

included using \$250,000 proposed in the Fiscal Year (FY) 2000 Housing Services Capital Improvement Budget toward the cost of acquiring an office facility. The City Council and HUD have both adopted that budget.

The FY 1999 Capital Improvements Budget included \$350,000 for office space, and both the City Council and HUD approved that budget. That brings a total of \$600,000 already committed to this project.

On April 3, 2000, City Council Communication No. 00-135, Council approved for the Housing Services Department to proceed in acquiring an office facility. HUD has also supported this action and will provide 100 percent of the funding needed.

The Public Housing Board has also recommended City Council approval of the acquisition of an office facility for the Des Moines Municipal Housing Agency.

Over the last several years, the Housing Services Department has sought an office facility. This effort has focused primarily on locating an existing building. Probably every appropriate, available building was evaluated and attempts made to secure several of these that seemed suitable. None could be secured for various reasons. We have turned our attention to finding a vacant site and constructing a facility. A Committee formed for the review of the RFQs will oversee this process. The Committee is composed of the following:

Ben Montijo, Housing Services Director
Kevin Riper, Finance Director
Larry Hulse, Community Development Deputy Director
Sid Lane, Engineering Department, City Architect
Debra Smith, Community Development, Urban Designer
Mary Laughlin, Assistant City Attorney

In addition, the Housing Services Director has met with the City Architectural Advisory Board. The City's Access Committee was contacted, and their preference was to review the project at the design stage.

Attached to the roll call is a copy of the proposed RFQ for City Council consideration and approval.

[\[Council Members | Leave a Message | Meeting Agendas/Info | Recent Ordinances \]](#)
[\[Board/Commission List | Meeting Schedule | Request to Speak | Election/Voter Reg \]](#)