

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Curtis E. Hawk, City Manager
Date: May 16, 2013
Subject: Request for Qualifications (RFQ) for Design of Community Activity/Conference Center.

City Council Action Requested:

Consider Authorizing staff to prepare Request for Qualification (RFQ) for Design of Community Activity/Conference Center.

Background Information:

The City of Richland Hills has been purchasing property between Diane Drive and Matthews Drive with the intent of constructing a new facility that can be used by the community as an activity and conference center. The process of acquiring the needed property is nearing completion. Soon the City Council will need to begin the process of selecting an architect to work with the Council and staff to design such a facility. The next step is to prepare a request for qualifications (RFQ) to send to architects and architectural firms who have experience in designing these types of facilities. After completion of the RFQ staff will bring it back to the Council for review prior to dissemination.

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

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