



# Administrative Report

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H.9., File # 26-0578

Meeting Date: 5/19/2026

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**To:** MAYOR AND CITY COUNCIL  
**From:** ANDREW WINJE, PUBLIC WORKS DIRECTOR

## **TITLE**

APPROVE AN ON-CALL CONSULTING SERVICES AGREEMENT WITH STUDIO NOVA A ARCHITECTS INC., FOR ARCHITECTURAL DESIGN SERVICES FOR A NOT TO EXCEED AMOUNT OF \$100,000 AND A TERM THROUGH MAY 18, 2028

## **EXECUTIVE SUMMARY**

The City Council has awarded a number of on-call contracts in the past to successfully accelerate project delivery timelines. Staff is recommending approval of an on-call agreement with Studio Nova A Architects, Inc. (Nova Studios) for a two-year initial term and a not-to-exceed amount of \$100,000. Nova Studios specializes in architectural design services and will assist the City with various projects to address City buildings and public facilities.

## **BACKGROUND**

During the City's FY 2018-19 budget adoption process, several tools were presented to accelerate the pace of delivery of Capital Improvement Program (CIP) projects. One tool that staff strongly recommended was on-call contracting for professional services. On-call service contracts are not fully defined as to scope or funding source and allow staff the ability to quickly assign smaller work tasks (e.g., geotechnical engineering, surveying, etc.) without having to develop and present an individual contract to City Council for award.

Funding sources for on-call contracts are not identified at the time of award. Rather, as tasks are assigned to an on-call vendor, the funding is assigned via purchase order from the funding source associated with the particular project to which the work applies. The standard contract template stipulates a two-year term with a not to exceed value of \$100,000. New vendors, like Nova Studios, have been awarded contracts as the City's need for on-call firms continues to grow and change.

The Engineering Services Division of the Public Works Department benefits from active on-call contracts with 20 firms specializing in a number of design and technical disciplines. Use of these services has accelerated the delivery of many projects. These Agreements provide the City with a deep and broad bench of firms to provide the technical engineering services needed to deliver Capital Improvement Program (CIP) projects.

Staff is now recommending Council approve an Agreement with Nova Studios, which specializes in architectural design services that will initially be used to assist with projects inside City Hall. The proposed Agreement would be for an initial term of May 19, 2026 to May 18, 2028 and a not-to-

exceed limit of \$100,000.

**COORDINATION**

Development of on-call contracts has been coordinated between the City Attorney's Office, the Public Works Department, and the City Manager's Office. The City Attorney's Office prepared and approved the Agreement as to form.

**FISCAL IMPACT**

Funding is committed as tasks are assigned by staff and only from funds that have already been appropriated by the City Council for the related CIP projects and programs.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Agreement with Studio Nova A Architects, Inc.
- Insurance - Studio Nova A Architects, Inc.