



Board of Aldermen Request for Action

MEETING DATE: 8/18/2026

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1613, Approval of Task Order Number TO2 to the Master Services Agreement with NAVIGATE Building Solutions, LLC

REQUESTED BOARD ACTION

A motion to approve Resolution 1613, approving Task Order Number TO2 to the Master Services Agreement with NAVIGATE Building Solutions, LLC to complete a Financial Viability Study updating facility needs review.

SUMMARY

At the Board of Aldermen Budget Retreat, the Board directed staff to update cost estimates for previously identified facility needs, including police and maintenance facilities and city hall renovation. Staff reached out to NAVIGATE Building Solutions to discuss a scope of work to assist staff in revising cost estimates.

Task Order Number TO2 has been negotiated with NAVIGATE for this work to include:

- Building a comprehensive cost model for:
 - A new parks and recreation/public works facility based upon the design effort completed by WSKF.
 - A new police facility based upon the space needs assessment completed by Treanor HL.
 - General renovations to the existing City Hall based upon consultation with City staff on the probable scope of work.
- Provide cost breakdowns by space type.
- Provide industry benchmark data based upon other similar facilities recently completed in Missouri.
- Assist the City in prioritizing programming needs to establish financial feasibility.
- Document the final project cost and total program budget.
- Provide a final report with project implementation criteria including scope of work assumptions, budgets, schedule and proposed project delivery approaches pending advancement of the projects.

Work will be completed by the end of FY2026 in order to provide cost estimates for facility needs to inform Board discussion and direction in addressing those needs.

PREVIOUS ACTION

Resolution 1596 on July 7, 2026 approved the Master Services Agreement with NAVIGATE Building Solutions.

POLICY ISSUE

N/A

FINANCIAL CONSIDERATIONS

Budget Amendment Number 7 on the August 18 agenda provides funding for this expenditure.

ATTACHMENTS

☐ Ordinance

☒ Resolution

☐ Staff Report

☐ Other:

☒ Contract

☐ Plans

☐ Minutes

RESOLUTION 1613

A RESOLUTION APPROVING TASK ORDER NUMBER TO2 TO THE MASTER SERVICES AGREEMENT WITH NAVIGATE BUILDING SOLUTIONS, LLC TO COMPLETE A FINANCIAL VIABILITY STUDY UPDATING FACILITY NEEDS REVIEW

WHEREAS, at the Board of Aldermen Budget Retreat, the Board directed staff to update cost estimates for previously identified facility needs, including police and maintenance facilities and city hall renovation; and

WHEREAS, on July 7, 2026 the Board approved Resolution 1596 for the agreement with Navigate Building Solutions for Owners Representation Services for the Smith's Fork Park Project; and

WHEREAS, staff reached out to NAVIGATE Building Solutions to discuss a scope of work to assist staff in updating facility needs and revising cost estimates; and

WHEREAS, the City Code Section 105.080.C authorizes staff to utilize cooperative purchase agreements; and

WHEREAS, the addendum to the agreement through the cooperative purchasing agreement with The Interlocal Purchasing System (TIPS) was reviewed by legal.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT task order number TO2 for the Master Services Agreement with Navigate Building Solutions, LLC to complete a financial viability study updating facility needs review in the amount not to exceed \$24,052 is hereby substantially the form attached hereto as Exhibit A and incorporated as if fully set forth in this resolution.

FURTHER, THAT the Mayor, City Administrator, or other appropriate official of the City is hereby authorized to take such additional acts on behalf of the City as they deem necessary, including, but not limited to, the execution of **Exhibit A** or any other documents, agreements, or instruments, to carry out the intent of this resolution.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 18th of August 2026.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

City of Smithville, Missouri

TASK ORDER NUMBER TO2

DATE: August 18, 2026

MASTER AGREEMENT:

Task Order Number TO2 is issued in compliance with the Master Services Agreement made between the City of Smithville, Missouri and NAVIGATE Building Solutions, LLC and utilizing:

COOPERATIVE PURCHASING AGREEMENT:

The Interlocal Purchasing Systems (TIPS):

NAVIGATE Building Solutions Vendor #8613, Contract #240601 – Consulting Services

PROJECTS:

Police, Parks, Public Works, City Hall – Financial Viability Study

SCOPE OF SERVICES:

1. Build a comprehensive cost model for:
 - a. A new Parks and Recreation / Public Works Facility based upon the Design effort completed by WSKF.
 - b. A new Police Station based upon the space needs assessment completed by TreanorHL.
 - c. General Renovations to the existing City Hall based upon consultation with the Owner on the probable scope of work.
2. Provide cost breakdowns by space type.
3. Provide industry “bench mark” data based upon other similar facilities recently completed in Missouri.
4. Assist Owner in prioritizing programming needs to establish financial feasibility.
5. Document the final project cost and Total Program Budget.
6. Provide a final report with project implementation criteria including scope of work assumptions, budgets, schedule and proposed project delivery approaches pending advancement of the project.

SCHEDULE:

The Scope of Services shall be completed based upon the following durations:

- | | |
|-------------------------------------|---------|
| A. Develop Comprehensive Cost Model | 5 Weeks |
| B. Prioritization of Work | 2 Weeks |
| C. Final Report | 2 Weeks |

COMPENSATION and PAYMENT:

NAVIGATE shall be paid a fixed total fee of Twenty Four Thousand and Fifty-Two Dollars (\$24,052).

Signature Date

Name: Todd Sweeney

Title: Member

NAVIGATE Building Solutions, LLC.

Signature Date

Name: _____

Title: _____

City of Smithville, Missouri