

CITY OF HIGH POINT

AGENDA ITEM

**Title: Authorization and Approval for Architectural Services****From:** Jeffrey A Moore, Financial Services Director**Meeting Date:** January 16, 2018**Public Hearing:** No**Advertising Date /** 10/11/2017**Advertised By:** Purchasing**Attachments:** Recommendation / Summary Memo

PURPOSE:

The Financial Services Department recommends that the City Council approve the selection of six (6) Architectural and Design Firms to provide such services for City departments on an as needed basis through master agreements.

BACKGROUND:

On November 8, 2017, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered in to with the selected Consultant(s) to supply services in the following areas of work: basic architecture; landscape architecture; interior design; planning; structural; mechanical, civil; electrical services; and or surveying; consultations; presentations or related services incidental thereto. Tasks to be performed under this Agreement will be assigned by a Scope of Services Supplemental Agreement ("Supplemental Agreement"). Department personnel will have the opportunity to select from the master list the Consultant best qualified to perform individual projects. Fees will be negotiated with the selected Consultant after which a Supplemental Agreement will be prepared for the project.

Proposals were received from eleven (11) qualified Firms/Consultants. A selection committee comprised of staff from Purchasing, Facilities Services, Community Development and the Library reviewed the proposals and determined that six (6) Firms/Consultants were qualified to perform the required services. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements be entered into with the following Firms/Consultants:

ADW, Clark Patterson Lee, Creech & Associates, HH, McAdams and Wright

BUDGET IMPACT:

No additional impact. Funds are budgeted annually as well as in capital project ordinances when adopted.

RECOMMENDATION / ACTIONS REQUESTED:

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for architectural services with ADW, Clark Patterson Lee, Creech & Associates, HH, McAdams and Wright



RFQ RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Financial Services / Purchasing

COUNCIL AGENDA DATE: January 16, 2018

RFQ NO.: RFQ 21-110817

DATE OPENED: Nov. 8, 2017

DESCRIPTION:

On-Call Architectural and Design Services - Award to following six (6) Firms: ADW, Clark Patterson Lee, Creech & Associates, HH, McAdams and Wright.

PURPOSE:

On November 8, 2017, proposals were received from qualified Firms to provide professional architectural services to support various City departments on an on-call basis. A Master Agreement will be entered into with the selected Firm(s) to provide architectural and design services.

COMMENTS:

Proposals were received from eleven (11) qualified Firms. A selection committee comprised of staff from Purchasing, Facility Services, Community Development and the Library reviewed and evaluated the proposals and determined that six (6) Firms were the best qualified and the best fit for the City to perform the required services.

RECOMMEND AWARD TO: Six (6) Firms Listed Above

AMOUNT:

JUSTIFICATION:

To retain firms on an "On-Call" basis to expedite needed services for the City departments based on a master agreement whereas supplementals will be utilized off of said master agreements to have such services completed in a timely manner without having to bid and/or advertise on every situation.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
Various				
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:

Jeffrey A. Moore

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DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US
Date: 2018.01.04 09:17:03 -05'00'

DATE:

The Purchasing Division concurs with recommendation submitted by the Financial Svcs Dept and recommends award to Six Firms in the amount of \$0.00.

PURCHASING MANAGER: Erik Conti

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email=erik.conti@highpointnc.gov, c=US
Date: 2017.12.28 14:59:50 -05'00'

DATE:

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR:

Jeffrey A. Moore

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DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial Services Director, email=jeff.moore@highpointnc.gov, c=US
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DATE:

CITY MANAGER: Greg Demko

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DATE:

Financial Services

Purchasing Division

ERIK CONTI,
PURCHASING MANAGER



DATE: December 28, 2017

TO: Jeff Moore, Financial Services Director

FROM: Erik Conti, Purchasing Manager

SUBJECT: **RFQ 21-110817** - On-Call Architectural & Design Services

Please consider the following item for the January 16, 2018 Council Agenda:

On November 8, 2017, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered in to with the selected Consultant(s) to supply services in the following areas of work: basic architecture; landscape architecture; interior design; planning; structural; mechanical, civil; electrical services; and or surveying; consultations; presentations or related services incidental thereto. Tasks to be performed under this Agreement will be assigned by a Scope of Services Supplemental Agreement ("Supplemental Agreement"). Department personnel will have the opportunity to select from the master list the Consultant best qualified to perform individual projects. Fees will be negotiated with the selected Consultant after which a Supplemental Agreement will be prepared for the project.

Proposals were received from seven (11) qualified Firms/Consultants. A selection committee comprised of staff from Purchasing, Facilities Services, Community Development and the Library reviewed the proposals and determined that six (6) Firms/Consultants were qualified to perform the required services. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements be entered into with the following Firms/Consultants:

ADW Architects
2815 Coliseum Centre Drive, Suite 500
Charlotte, NC 28217

Clark Patterson Lee
328 East Market Street
Greensboro, NC 27401

Creech & Associates
1000 West Morehead Street, Suite 120
Charlotte, NC 28203

HH Architecture, P.A.
3101 Industrial Drive, Suite 100
Raleigh, NC 27609

McAdams
2905 Meridian Parkway
Durham, NC 27713

Wright Architecture, P.A.
201 Buttercup Dr.
Jamestown, NC 27282

Entering in to a Master Agreement does not guarantee a consultant that its professional services will be required. Also the City retains the right to issue future Request for Qualifications as needed, and to solicit responses from consultants not selected to perform under the Master Agreement(s).

The period for these Agreement(s) is for five (5) years. The RFQ also allowed for the City to renew its Request for Statement of Qualifications for On-Call Consultants following the five-year period, as necessary.

Erik Conti, CLGPO
Purchasing Manager
City of High Point, North Carolina
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