

Legislation Text

File #: BILL NO. 16-177, **Version:** 1

AN ORDINANCE AUTHORIZING THE AWARD OF AN ON-CALL AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO SFS ARCHITECTURE, INC. (RFQ NO. 2016-070) AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE SAME. (PWC 8-15-16)

Issue/Request:

Award of RFQ 2016-070 for a one-year contract with four possible one-year renewal options for On-call Architectural and Engineering Services to SFS Architecture, Inc. for multiple City departmental use.

Key Issues:

Establishing an On-call Architect and Engineering contract streamlines the process and provides various City departments the ability to obtain professional architectural and engineering services on projects with a scope of under \$100,000 for design and construction. The On-call contract provides the following to the City:

- Allows for a quick response time within twenty-four hours to a request from the City.
- Provides the City with the ability to rapidly engage licensed design professionals to perform evaluations and provide recommendations during emergency situations, resulting in a two-hour response time.
- Troubleshooting of existing problems within structures and provides services to determine appropriate solutions and potential costs.
- Assist the City in preparation of a program to identify major items that should be placed on a preventive maintenance or replacement schedule, such as roofs, HVAC systems and other items relating to City facilities.

Proposed City Council Motion:

FIRST MOTION: I MOVE FOR A SECOND READING OF AN ORDINANCE AUTHORIZING THE AWARD OF AN ON-CALL AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO SFS ARCHITECTURE, INC. (RFQ NO. 2016-070) AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE SAME. (PWC 8-15-16)

SECOND MOTION: I MOVE FOR ADOPTION OF AN ORDINANCE AUTHORIZING THE AWARD OF AN ON-CALL AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO SFS ARCHITECTURE, INC. (RFQ NO. 2016-070) AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE SAME. (PWC 8-15-16)

Background:

The current on call agreement with a different firm has expired. This RFQ was prepared by Procurement

Department staff along with the City Architect. Seven firms submitted qualifications. The submittals were ranked and three firms were selected for interviews. The highest ranking firm was selected. The cumulative proposal score sheet is attached.

Impact/Analysis

A four (4) member committee consisting of City staff from Central Building Services, Codes Administration, Fire and Water Utilities departments reviewed all the submittals and selected three firms to interview. A copy of the committee ranking sheet of the three interviewed firms is attached.

Timeline:

Start: September 1, 2016

Finish: August 31, 2017

Other Information/Unique Characteristics:

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Presenter: Steve Aldridge, City Architect

Staff Recommendation: STAFF RECOMMENDS APPROVAL OF AN ORDINANCE AUTHORIZING THE AWARD OF AN ON-CALL AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO SFS ARCHITECTURE, INC. (RFQ NO. 2016-070) AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE SAME.. (PWC 8-15-16)

Committee Recommendation: The Public Works Committee voted unanimously 4-0 to recommend to City Council approval of an AWARD OF ON-CALL AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES (RFQ NO. 2016-070)