

BOARD OF ALDERMEN

ITEM NO. D(3)

AGENDA ITEM ABSTRACT

MEETING DATE: April 18, 2006

TITLE: Review of the Architectural Services Request for Qualifications for Design and Construction Management of Fire Station No. 2.

DEPARTMENT: Management Services	PUBLIC HEARING: YES ___ NO <u>x</u>
ATTACHMENTS: A. Resolution B. Architectural Services RFQ C. Memo from Town Manager and Interim Fire Chief	FOR INFORMATION CONTACT: Steve Stewart, Town Manager, 918-7315 Sandy Svoboda, Interim Purchasing Officer, 918-7301 Travis Crabtree, Interim Fire Chief, 918-7349

PURPOSE

The purpose of this agenda item is to review the Request for Qualifications (RFQ) that will be distributed on behalf of the Town of Carrboro requesting submittal of letters of interest and statements of qualifications from qualified architectural firms for the design and construction management of the fire substation to be located on Homestead Road.

INFORMATION

The Town of Carrboro will be constructing a Fire Station in the northern area of town off of Homestead Road that will be designed so as to blend in with the surrounding residential area. The fire station will be approximately 7,900 square feet and have 2 drive-thru bays.

The respondents to the RFQ will be encouraged to submit information regarding their experience in designing and constructing multiple fire/rescue/EMS stations. In recognition of board goals regarding environmental sustainability, Town staff is particularly interested in an architect or architectural firm that has experience with environmental sustainability guidelines such as LEEDS and/or knowledge and application of Triangle J Council of Government (TJCOG) High Performance Principles that are a less costly version of LEED standards. As referenced in the RFQ and the attached memo, it is anticipated that the selected architect will also conduct a public design charette early in the design process in order to solicit public input

Town staff proposes that a group of approximately five to seven employees (representatives from Fire, Police, Planning, Management Services and the Town Manager) review the RFQ proposals and make a recommendation to the Board of Aldermen. It is expected that no more than three firms will be interviewed. The project schedule follows:

Task	Date
Accept Qualifications	Wednesday, May 31, 2006 by 2:00 PM
Staff Interview Architectural Firms	Thursday, June 15, 2006
Recommendation to the Board of Aldermen	Tuesday, June 27, 2006
Notification of Award	Wednesday, June 28, 2006

STAFF RECOMMENDATION

The Board is requested to review the attached RFQ and provide feedback to staff regarding the process outlined in the RFQ.