

BOARD OF ALDERMEN

ITEM NO. A(2)

AGENDA ITEM ABSTRACT

MEETING DATE: June 27, 2006

TITLE: A Request to Award a Contract for Design and Construction Management/Contract Administration Services for the New Fire Station #2

DEPARTMENT: Interview Selection Team	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: A: Resolution to Award Contract B: RFQ responses from architectural firms interviewed C: Reimbursement Resolution	FOR INFORMATION CONTACT: Travis Crabtree - 918-7349 Sandy Svoboda, 918-7301

PURPOSE

The purpose of this agenda item is to award a contract for Architectural Services for the design and construction management/contract administration services for the new fire station. The Board is also requested to adopt a reimbursement resolution authorizing the Town to reimburse itself for architectural services associated with the fire substation project expenditures incurred prior to the actual financing of installment debt under G.S. 160A-20.

INFORMATION

Requests for Qualifications were published in area newspapers, posted on the American Institute of Architects (AIA) website and specifically sent out to 12 architectural firms in May 2006. The qualification packets were delivered on May 31, 2006 and reviewed by the committee on June 2, 2006. Seven (7) companies responded to the Town's request for qualifications. After careful review of all responses and a thorough interview process on June 15, 2006, it is the recommendation of the Interview Selection Team that the Board of Aldermen award the contract based on the following. The Board is requested to authorize the Town Manager to negotiate and execute a contract with Stewart, Cooper, Newell Architects for the design and construction management/contract administration services for the new fire station. If the negotiations with this firm are unsuccessful, it is requested that the Town Manager be authorized to negotiate and execute a contract with Brown and Jones. If the negotiations are unsuccessful with Brown and Jones, then it is requested that the Town Manager be authorized to negotiate and execute a contract with DJG.

<u>Name and Ranking of Firms</u> <u>Interviewed</u>
Stewart, Cooper, Newell Architects – Gastonia, NC
Brown & Jones – Raleigh, NC
DJG – Williamsburg, VA

Stewart, Cooper, Newell Architects has designed more than 125 Public Safety facilities with more than 85 projects within the past five (5) years. The selection team believes that the experience of this firm, coupled with the fact that many of their clients have used their expertise time and time again for multiple station designs, helps to solidify this recommendation.

FISCAL IMPACT

The FY06-07 CIP plans for design and construction of a fire substation over a period of three fiscal years (through FY07-08). The Town intends to use installment financing to fund this project. Architectural Services represent the first phase of several phases involved in building the fire substation.

STAFF RECOMMENDATION

The Board is requested to award a contract based on the following. The Board is requested to authorize the Town Manager to negotiate and execute a contract with Stewart, Cooper, Newell Architects for the design and construction management/contract administration services for Fire Station #2. If the negotiations with this firm are unsuccessful, the Board is requested to authorize the Town Manager to negotiate and execute a contract with Brown and Jones. If the negotiations are unsuccessful with Brown and Jones, then the Board is requested to authorize the Town Manager to negotiate and execute a contract with DJG. The Board is also requested to approve a reimbursement resolution authorizing the Town to reimburse itself for project expenditures incurred prior to financing with installment proceeds.