

City Council – Action Request Form

Date: January 13, 2020

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Tasha Logan Ford, Assistant City Manager
William L. Royston, Recreation and Parks Director

Council Action Requested:

Resolution to Enter into an Agreement with Stimmel Associates, P.A. for Professional Architectural and Engineering Services for the Design and Construction Oversight for Playground Renovations at Brushy Fork and Winston Lake Park

Strategic Focus Area: Livable Neighborhoods

Strategic Objective: Expand Open Space and Recreational Facilities

Strategic Plan Action Item: No

Key Work Item: Yes



Summary of Information:

In June 2019, City Council approved funding for proposed Recreation and Parks projects in the Fiscal Year 2019-2020 Capital Plan. The proposed funding of \$750,000 for Playground Renovations at Brushy Fork and Winston Lake Park is related to deferred maintenance. Playgrounds are replaced based on safety assessments, condition of equipment, and overall usage throughout our park system. This project will provide for playground equipment replacements and upgrades. The scope of work will include, but not limited to demolition, site preparation, code compliant features, safety surfacing, and cost analysis of each location.

The City selects firms to provide architectural, engineering, and surveying services in accordance with public policy established in N.C.G.S. §143-64.31, which provides for a qualifications-based selection process. In September 2019, the City posted Requests for Qualifications (RFQ's) to perform architectural or engineering design services. In November 2019, Requests for Qualifications were re-bid due to an unresponsive bidder. One architectural/engineering firm submitted a RFQ.

Committee Action:

| | | | |
|------------------|--------------------------|----------------|-----------------|
| Committee | <u>Finance 1/13/2020</u> | Action | <u>Approval</u> |
| For | <u>Unanimous</u> | Against | <u></u> |

Remarks:

The proposal was received December 9, 2019, with summary of applicants as follows:

| <u>Company</u> | <u>City/State</u> |
|--------------------------|-------------------|
| Stimmel Associates, P.A. | Winston-Salem, NC |

Major criteria considered during the evaluation included, but were not limited to:

- A. **M/WBE Commitment**
- B. **Location of Business**
- C. **Proposed Plan of Action**
- D. **Work Experience**
- E. **Understanding of Project**
- F. **Staff Availability**

Stimmel Associates, P.A. was rated the most qualified firm to provide architectural and engineering design and construction oversight services for Playground Renovations at Brushy Fork and Winston Lake Park. In accordance with N.C.G.S. §143-64.31, the City entered into contract negotiations with Stimmel Associates, P.A., which included identifying the full scope of services to be provided and a proposed fee for this work. Staff is finalizing the scope and schedule for fees not to exceed \$75,000. This project is being funded by two-thirds bonds. The expected design completion date is March 2020.

M/WBE comment: Notices were sent to 79 potential bidders listed on the City's vendor list, of which seventeen are minority-owned and eight are woman-owned businesses. This project was advertised on the City's website and with several electronic plan rooms.

See Exhibit A for a complete list of businesses notified and for workforce demographics.

See Exhibit B for the combined scores of the evaluation panel for the proposal.