

## City Council – Action Request Form

**Date:** October 10, 2022  


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


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 Johnnie Taylor, Assistant City Manager  
**From:** Nicholas Geis, Property and Facility Management Director  
 Shantell McClam, Purchasing Director

**Council Action Requested:**  
 Resolution to Enter into an Agreement with Terracon Consultants, Inc. for Professional Engineering Services for the Design and Construction Oversight for Lowery Street Roof Replacement. (East Ward)

**Strategic Focus Area:** Service Excellence  
**Strategic Objective:** Ensure Service Delivery Efficiency and Effectiveness  
**Strategic Plan Action Item:** No  
**Key Work Item:** Yes



**Summary of Information:**

The proposed services will be used to provide engineering services for the roof replacement at Lowery Street.

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 February 2022, the City posted a Request for Letters of Interest/Statement of Qualifications (LOI/SOQ) to perform engineering design services on the City website. Two firms submitted LOI/SOQ’s. A panel consisting of a senior project coordinator, building plans reviewer, Logistics Assistant Chief and a project coordinator evaluated the proposals based on the following criteria:

- M/WBE Commitment (20%)
- Location of Business (20%)
- Work Experience (25%)
- Understanding of Project (25%)
- Staff Availability (10%)

<b>Committee</b>	Finance 10/10/22	<b>Action</b>	Approval
<b>For</b>	Unanimous	<b>Against</b>	
<b>Remarks:</b>			

In accordance with N.C.G.S. §143-64.31, the City entered into contract negotiations with Terracon Consultants, Inc. 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 \$412,000. Based on the total scope of work, staff believes that this is a fair and reasonable fee. The proposal opportunity was advertised on the City website. See Exhibit A and Exhibit B, the workforce demographics of Terracon Consultants, Inc., and the scoring matrix for the firms that were evaluated.