

City Council – Action Request Form

Date: January 11, 2021
To: Mayor, Mayor Pro Tempore, and Members of the City Council
From: Ben Rowe, Assistant City Manager

Council Action Requested:
Resolution Awarding a Contract to the Downtown Winston-Salem Partnership to Provide Services Within the Downtown Winston-Salem Business Improvement District

Strategic Focus Area: Economic Vitality and Diversity
Strategic Objective: Promote Downtown Revitalization
Strategic Plan Action Item: No
Key Work Item: Yes



Summary of Information:
Pursuant to North Carolina General Statute 160A-536, a public input session on the Downtown Winston-Salem Business Improvement District was held on Thursday, November 5, 2020, virtually via Zoom. A Request for Proposals for BID services was advertised on November 6, 2020, with proposals due on December 7, 2020. The City received proposals from the Downtown Winston-Salem Partnership, Inc. and Wright Consulting Group. A team of City staff from the City Manager’s Office, the Department of Transportation, Business Inclusion and Advancement, Operations, and the Budget and Evaluation Office evaluated and scored the proposals. The Downtown Winston-Salem Partnership’s proposal received an average score of 500 out of a possible total of 500 points. See Exhibit B for complete proposal scoring.

It is recommended that the City enter into a contract with Downtown Winston-Salem Partnership, Inc. for services within the Downtown Winston-Salem Business Improvement District for a term period of five years from date of award.

A public hearing will be held on February 1, 2021, to receive citizen input prior to entering into a contract. The Downtown Winston-Salem Business Improvement District Advisory Committee was briefed on the proposals, scoring, and recommendation at its December 22, 2020 meeting.

M/WBE comment: This project was advertised on the City and State websites with 45 businesses notified directly of this opportunity. Notifications were also sent to all local M/WBE and regional HUB businesses. See Exhibit A for a complete list of businesses that were notified the bidding opportunity and the low bidder’s Workplace Demographics form.

Committee Action:

Committee	<u>Finance 1/11/2021</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u></u>
Remarks:	<u></u>		