City Council – Action Request Form September 9, 2019 Date: To: Mayor, Mayor Pro Tempore, and Members of the City Council Tasha Logan Ford, Assistant City Manager From: William L. Royston, Recreation and Parks Director **Council Action Requested:** Resolution to Enter into an Agreement with Oakley Collier Architects for Carl H. Russell Community Center Renovation 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:** The City advertised a request for qualifications for the Carl H. Russell, Sr. Community Center Renovations to meet the increased demand for quality rental space and to issues related to deferred maintenance. This project will allow the city to better serve residents using the facility and provide a visual demonstration for the renovation of a community center in the city. The scope of the work will include, but is not limited to site preparation, interior painting, new pedestrian seating, interior and exterior lighting, new signage and landscape improvements. Proposals were received August 1, 2019, with summary of bids as follows: Company City/State Oakley Collier Architects Raleigh, NC **Committee Action:** Committee Finance 9/9/2019 Action Approval For Unanimous **Against Remarks:**

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

- A. M/WBE Commitment Proposer's efforts to comply with all the terms and conditions of the City of Winston-Salem's Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women owned business enterprises and utilization of minority and women owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract.
- B. Location of Business Proposer's business location/distance from the City of Winston Salem. To be considered a local business, the firm should have a Professional Engineer, licensed in the state of North Carolina, listed as the engineer of record with the North Carolina Board of Examiners for Engineers and Surveyors and occupy the local office on average a minimum of 20 hours per week.
- C. **Proposed Plan** The proposed plan in which the proposer details the approach they would follow to carry out the project, including detailed scheduled for completion.
- D. Work Experience The background, education, and experience of the respondent in providing similar services elsewhere, including and especially the level of experience in working with municipalities, and the quality of services performed. Proposer should include a list of at least three (3) similar projects completed by the firm or its sub-consultants within the last five (5) years.
- E. **Understanding of Project** The proposer's demonstrated understanding of the project scope, background, and purpose, as well as any other pertinent details that would help exhibit clear understanding of potential project obstacles/challenges such as site/structure conditions, safety concerns, etc.
- F. **Staff Qualifications** Unique qualifications and experience of key team members, including their role in the project and their percentage of involvement.

Based upon the committee's assessment, it is recommended that the agreement be awarded to Oakley collier Architects to complete Carl H. Russell Community Center Renovations with an amount not to exceed \$928,000 for construction and design fee of \$116,000. This project is being funded by 2018 general obligation bonds. Construction is expected to begin in March, 2020.

Exhibit A provides the combined scores of the evaluation panel for the proposal.

M/WBE comment: Please see Exhibit B for a complete list of businesses notified of this RFP opportunity. This RFP was posted on the City's and State's Purchasing websites, and staff from the Office of Business Inclusion and Advancement addressed inquiries from potential respondents about compliance with the City's M/WBE policy. Oakley Collier Architects is a M/WBE business.