

City Council – Action Request Form

Date: October 14, 2019

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 West and Stem Architects, PLLC. for Professional Architectural and Engineering Services for the Design and Construction Oversight for William R. Anderson, Jr. Community Center Gymnasium 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:

In November 2018, the citizens of Winston-Salem voted to approve the issuance of bonds for William R. Anderson, Jr. Community Center Gymnasium Renovations. The proposed funding of \$500,000 would reduce annual maintenance cost and issues related to deferred maintenance. This project will allow the city to better serve the residents using the facility and provide enhanced service and accessibility to the surrounding community. The scope of work will include, but not limited to site preparation, extending seating, demolition of existing floor and replace with new hardwood floors.

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 August 2019, the City posted Requests for Qualifications (RFQ's) to perform architectural or engineering design services. Two architectural/engineering firms submitted RFQ's.

Committee Action:

Committee	<u>Finance 10/14/19</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u></u>

Remarks:

Proposals were received August 22, 2019, with summary of applicants as follows:

<u>Company</u>	<u>City/State</u>
Thomas H. Hughes Architecture, PC	Winston-Salem, NC
West and Stem Architects, PLLC	Winston-Salem, NC

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

- **M/WBE Commitment**
- **Location of Business**
- **Proposed Plan of Action**
- **Work Experience**
- **Understanding of Project**
- **Staff Availability**

West and Stem Architects, PLLC was rated the most qualified firm to provide architectural and engineering design and construction oversight services for the William R. Anderson, Jr. Community Center Gymnasium Renovations. In accordance with N.C.G.S. §143-64.31, the City entered into contract negotiations with West and Stem Architects, PLLC, 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 \$50,000. This project is being funded by 2018 general obligation bonds.

M/WBE comment: Notices were sent to 79 potential bidders listed on the City's vendor list, of which fifteen are minority-owned and seven are woman-owned businesses. The project was advertised on the City's website and with several electronic plan rooms. West and Stem Architects, PLLC received full credit in scoring for making a good faith effort to meet the City's established goals.

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.