

City Council – Action Request Form

Date: April 10, 2023

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

From: Johnnie Taylor, Assistant City Manager
William L. Royston, Recreation and Parks Director
Shantell McClam, Purchasing Director

Council Action Requested:

Resolution Awarding Contract with Westcott, Small and Associates, PLLC for Architectural and Engineering Services for Parking Lot Resurfacing (East, Northeast, South, Southwest, and West Wards).

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:

On June 21, 2022, City Council approved \$1,722,890 of Limited Obligation Bonds for improvements to parking lots citywide. The scope of work will include, but not limited to resurface, remove, repair and installation of asphalt pavement and to install concrete curbing or repair where needed. The services of a professional architect and engineer are needed to provide design and construction oversight for the construction of this project. The consultant has provided the City of Winston-Salem with a fee proposal of \$54,500.

The scope of work will occur at thirteen (13) separate parking lot locations: Bethabara, Bowen/Thomas, Central, Crawford, Hathaway, Miller-Center Lot, Miller-Playground Lot, Oak Summit, Rupert Bell, Shaffner-Par Course Lot, Shaffner-Tennis Lot, South Fork-Front Lot, and South Park.

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. On February 8, 2023, 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 _____	Action _____
For _____	Against _____
Remarks: _____	

Proposals were received March 2, 2023, with summary of applicants as follows:

<u>Company</u>	<u>City/State</u>
REI Engineers, Inc. (REI)	Charlotte, NC
Westcott, Small & Associates, PLLC	Greensboro, NC

The terms of the bid document specified detailed evaluation, criteria of M/WBE commitment, business location, proposed plan of action, work experience, understanding of project, and staff availability. An evaluation panel of staff members from Diversity, Equity, and Inclusion; Property and Facilities Management; Engineering and Recreation and Parks reviewed the proposals received. See Exhibit A for the detailed scores.

Based on the evaluation panel's assessment, it is recommended that a contract for Parking Lot Resurfacing be awarded to Westcott, Small and Associates, PLLC, in the amount of \$54,500.

M/WBE comment: This project was advertised on the City and state websites and sent directly to 29 general, grading, and tennis court contractors. Notifications were sent to all local M/WBE and regional HUB businesses on a bi-weekly basis.

See Exhibit B for a complete list of businesses that were notified of the bidding.

Workforce Demographics: See Exhibit C for the workforce demographics of the recommended vendor.