## **City Council – Action Request Form**

**Date:** August 12, 2019

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

From: Damon C. Dequenne, Assistant City Manager

Robert Prestwood, City Engineer

## **Council Action Requested:**

Resolution to Enter an Agreement with MLA Design Group, Inc. for Professional Architectural and Engineering Services for the Design for the Hanes Park Phase 2 (Northwest Ward)

Strategic Focus Area: Livable Neighborhoods

Strategic Objective: Expand Open Spaces and Recreational Facilities

**Strategic Plan Action Item:** No

Key Work Item: No



## **Summary of Information:**

In November 2018, the citizens of Winston-Salem voted to approve the issuance of bonds for Hanes Park, Phase 2. The proposed funding of \$1,670,000 would include renovating the Joe White Tennis Center, renovating hard and soft surface tennis courts and constructing a new entrance to the park off of West End Boulevard.

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 2019, the City posted Requests for Letters of Interest/Statement of Qualifications (LOI/SOQ) to perform architectural or engineering design services on the City's website. One architectural/engineering firm submitted LOI/SOQ's. A panel consisting of an Assistant City Manager, Recreation and Parks Director, City Engineer, Assistant Director of BIA and an Engineering Project Planner evaluated the proposals based on the following criteria:

Committee Action:				
Committee	Finance 8/12/19	Action	Approval	
For	Unanimous	Against		
Remarks:				

- M/WBE Commitment
- Distance from Winston-Salem
- Innovative approach
- Work Experience
- Understanding of Project
- Past Performance.

In accordance with N.C.G.S. §143-64.31, the City entered into contract negotiations with MLA Design Group, 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 \$175,000. Based on the total scope of work, staff believes that this is a fair and reasonable fee. Funds for this project were approved in the 2018 Bonds. The expected design completion date is March 2020. The proposal opportunity was advertised on the City website and sent to architectural and engineering firms. See Exhibit A and Exhibit B for a complete list of businesses notified of this solicitation and the scoring matrix for the firm that was evaluated.