

## MEMORANDUM

TO: Mayor and City Council

FROM: Colin Smith, Parks & Recreation Services Manager

SUBJECT: Resolution to Recommend Approval of Three-Year Professional Services Agreements for Architectural Services for Parks & Recreation with Mitchell and Mouat Architects and Hubbell, Roth & Clark, Inc. (NTE Annual \$150,000.00 per firm)

DATE: October 20, 2020

Attached for your review and action is a resolution to recommend approval of Professional Services Agreements with two architecture firms to provide design services for capital improvements and renovation projects within the Parks & Recreation system.

### Budget/Fiscal Impact

Funding is available in the approved FY 2021 Park Maintenance and Capital Improvement Millage budget. Funding for services in FY 2022 and FY 2023 will be contingent upon City Council approval of the Parks Maintenance and Capital Improvements budget.

### Project Description

Parks & Recreation Services often requires the services of consultants to perform design and architecture work on multiple projects, including, but not limited to, renovations of existing buildings, design for new structures such as shelters and restrooms, evaluation of aging buildings, and restoration of historic structures.

Issuing RFPs and selecting consultants for each project individually is labor intensive for both the City and consultants. Pre-qualifying consultants with appropriate experience to perform the work saves valuable staff time and expedites project completion.

Pre-qualifying consultants was initially implemented twelve years ago to create efficiencies and streamline the process of choosing consultants for a variety of Parks & Recreation design projects on an as-needed basis. It has proven to be very successful. Some of the projects that were completed under prior contracts with pre-qualified architecture firms include historic restoration projects at the Kempf House, West Park, and Island Park, reports and recommendations for renovations to the Cobblestone Farm barn and house, roof replacements at Cobblestone Farm, the Bryant Community Center addition, Gallup Park Canoe Livery renovations, design for Argo Livery improvements, design for restroom improvements at the Farmers Market, a study for improving winter

comfort at the Farmers Market, and upgrades to the locker rooms at Veterans Memorial Park pool and ice arena.

Request for Proposal (RFP) #20-27 was released on July 13, 2020, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Seventeen firms submitted proposals. After review of qualifications and interviews, staff selected two firms, Mitchell and Mouat Architects and Hubbell, Roth & Clark, Inc., to be qualified for the required services:

The selected firms will submit a fee proposal for each project to be designed so that staff has a basis upon which to evaluate the individual projects. Individual work statements will be issued for each project awarded to the most qualified and cost-effective consultant for that project. Each of the pre-qualified consultants understand that there is no guarantee or implied promise of any nature that any Work Statements at all will be issued and that the City is under no obligation to issue or consent to any Work Statements. Staff is recommending approval of professional services agreements (PSA) with each of these two consultants for Architecture services on an as-needed basis for a period of three years. Total expenditures per fiscal year per individual contract will not to exceed \$150,000.00.

Prepared by:	Hillary Hanzel, Landscape Architect IV
Reviewed by:	Colin Smith, Parks & Recreation Services Manager
Reviewed by:	Derek Delacourt, Community Services Area Administrator
Approved by:	Tom Crawford, City Administrator

RESOLUTION TO RECOMMEND APPROVAL OF THREE-YEAR PROFESSIONAL SERVICES AGREEMENTS FOR ARCHITECTURAL SERVICES FOR PARKS & RECREATION WITH MITCHELL AND MOUAT ARCHITECTS AND HUBBELL, ROTH & CLARK, INC. (NTE ANNUAL \$150,000.00 PER FIRM)

Whereas, Parks & Recreation Services often requires the services of consultants to perform design and architecture work on multiple projects;

Whereas, Issuing RFPs and selecting consultants for each project individually is labor intensive for both the City and consultants;

Whereas, Pre-qualifying consultants with appropriate experience to perform work on an as-needed basis saves valuable staff time and expedites project completion;

Whereas, The City issued a Request for Proposals, RFP #20-27, to identify consultants experienced in Architecture Services for parks and recreation projects;

Whereas, Seventeen firms submitted proposals in response to RFP #20-27;

Whereas, Staff has selected the following two consultants as qualified to perform the type of work identified in RFP #20-27:

Mitchell and Mouat Architects  
Hubbell, Roth & Clark, Inc.

Whereas, Award of contracts for services on an as-needed basis will allow the City to expedite the architectural design and construction of improvements in the Parks & Recreation system;

Whereas, Funding is available in the approved FY2021 Parks Maintenance and Capital Improvements budget to cover the cost of these services;

Whereas, Funding for services in FY 2022 and FY 2023 will be contingent upon City Council approval of the Parks Maintenance and Capital Improvements budget; and

RESOLVED, That the Park Advisory Commission recommend City Council approve three-year Professional Services Agreements for Architecture Services with Mitchell and Mouat Architects and Hubbell, Roth & Clark;