

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

DATE: October 21, 2014

SUBJECT: Resolution to Recommend Approval of Two Three-Year Professional Services Agreements (PSA) for Architectural Services for Parks & Recreation for a Not to Exceed Annual Amount of \$150,000.00 per PSA

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.

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 six 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, concept design for Bryant Community Center addition, Gallup Park Canoe Livery renovations, and upgrades to the locker rooms at Veterans Memorial Park pool and ice arena.

Request for Proposal (RFP) #909 was released on August 4, 2014, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Six firms submitted proposals. After review of qualifications and interviews, staff selected two firms, Mitchell and Mouat Architects and Kohler Architects, 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.

RESOLUTION TO RECOMMEND APPROVAL OF TWO THREE-YEAR
PROFESSIONAL SERVICES AGREEMENTS (PSA) FOR ARCHITECTURAL
SERVICES FOR PARKS & RECREATION FOR A NOT TO EXCEED ANNUAL
AMOUNT OF \$150,000.00 PER PSA

Whereas, The City issued a Request for Proposals, RFP #909, to identify consultants experienced in Architecture Services for parks and recreation projects;

Whereas, Six firms submitted proposals in response to RFP #909;

Whereas, Staff has selected the following two consultants as qualified to perform the type of work identified in RFP #909:

Mitchell and Mouat Architects
Kohler Architects

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 FY2015 Parks Maintenance and Capital Improvements budget to cover the cost of these services;

Whereas, Funding for services in FY 2016 and FY 2017 will be contingent upon City Council approval of the Parks Maintenance and Capital Improvements budget; and

Whereas, The two firms currently have Human Rights approval, and have agreed to comply with the living wage ordinance as part of the qualification process;

RESOLVED, That the Park Advisory Commission recommends that City Council approve two three-year professional service agreements with Mitchell and Mouat Architects and Kohler Architects for architectural services for a not to exceed annual amount of \$150,000.00 per PSA.