

## MEMORANDUM

TO: Public Market Advisory Commission

FROM: Sarah DeWitt, Farmers Market Manager

DATE: February 6, 2015

SUBJECT: Architectural Firm Presentations

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.

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. As part of the RFP selection process, consultants were asked to submit a concept for enclosures and a new building at the Ann Arbor Farmers Market. The goal was to better understand the consultant's approach to this type of project, in order to contextualize their work style for this and other Parks projects.

During the February 11, 2015 Public Market Advisory Commission Work Session, the two firms selected for architectural services through the RFP process will share their building and enclosure concepts with the Commission. The goal of these presentations is to provide the Market Commission with an opportunity to offer feedback to City staff regarding the two firms and their respective concepts for the market, and for general brainstorming and visioning regarding Market enclosure improvements. Next steps will entail staff working with the Market Commission to define the project scope and budget. Then an architectural firm will be selected to further develop conceptual designs for feedback and comment from the Market Commission, vendors, and public.