



## Legislation Text

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**File #:** 21-1307, **Version:** 1

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Resolution to Approve the Professional Services Agreement with Nordstrom-Samson & Associates, Inc. for Fire Station #1 Renovation Project (\$44,600.00)

In May 2021, the purchasing department released RFP 21-18 for renovations at Fire Station #1. Proposals were due on June 2, 2021. The project includes the programming, planning, design, and construction phase services for the renovation of second floor interior spaces and related areas of Fire Station #1.

The Washtenaw County Sheriff's Office Metro Dispatch Center will be vacating areas of Fire Station #1 early this fall. Renovating the emptied interior spaces will allow fire prevention to move from their current location, which is the former Fire Station #2 located at 1510 E. Stadium Boulevard. This move will permit the sale of Fire Station #2 to the Housing Commission.

The project also includes reconfiguring the exterior entrance to comply with the Americans with Disabilities Act (ADA) accessibility; ADA accessible offices for fire prevention, emergency management, and fire administration; removal of an excess natural gas generator; correct roof leak; and new fire alarm system for entire building.

Eight proposals were received. Of the final four firms, Nordstrom-Samson & Associates, Inc. (aka NSA Architecture) ranked highest utilizing the scoring system outlined in RFP 21-18 and was the lowest fee proposal. We recommend that Nordstrom-Samson & Associates, Inc. as the lowest responsible bidder, be awarded the professional services agreement. Nordstrom-Samson & Associates, Inc. also complies with the requirements of the City's Living Wage and Non-Discrimination Ordinances.

Budget/Fiscal Impact: Funds for this project have been budgeted in the Capital Sinking Fund. The awarded amount of \$29,600 includes both base and supplemental project areas outlined in RFP 21-18. We are not requesting any additional funds for the architectural services piece of the professional service agreement. It is expected that construction will start in early 2022.

Due to several unknowns regarding the building infrastructure, code compliance, and possible layout changes, there is a likely potential for additional costs that the City will request of the vendor. We are recommending a project contingency of \$15,000 to cover potential contract change orders to be approved by the City Administrator, if necessary. Even with this full contingency, Nordstrom-Samson & Associates, Inc. would remain the lowest bidder.

Prepared by: Chantel Jackson, Office Manager - Fire

Reviewed by: Mike Kennedy, Fire Chief

Approved by: Tom Crawford, City Administrator

Whereas, The City of Ann Arbor issued RFP 21-18 in May 2021 for renovations at Fire Station #1;

Whereas, The Washtenaw County Sherriff's Office Metro Dispatch Center will be vacating areas of Fire Station #1 early this fall;

Whereas, Renovating the emptied interior spaces will allow fire prevention to move from their current location, which is the former Fire Station #2 located at 1510 E. Stadium Boulevard;

Whereas, This move will permit the sale of Fire Station #2 to the Housing Commission;

Whereas, The City received proposals from eight firms;

Whereas, Nordstrom-Samson & Associates, Inc. was highest ranked of the final four firms utilizing the scoring system outlined in RFP 21-18 and was the lowest fee proposal;

Whereas, Nordstrom-Samson & Associates, Inc. complies with the requirements of the City's Living Wage and Non-Discrimination Ordinances; and

Whereas, Funding for this project is available in the Capital Sinking Fund;

RESOLVED, That the professional services agreement with Nordstrom-Samson & Associates, Inc. is approved in the amount of \$29,600;

RESOLVED, That a project contingency of \$15,000 to cover potential contract change orders is approved, subject to City Administrator approval;

RESOLVED, That that Mayor and City Clerk be authorized and directed to execute the professional services agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.