

## MEMORANDUM

TO: Park Advisory Commission

FROM: Josh Landefeld, Parks & Recreation Services Manager

DATE: January 16, 2024

SUBJECT: Resolution to Recommend Approval of Five-Year Professional Services Agreements for as-needed Architecture Services for Parks & Recreation with A3C Collaborative Architecture, InToto Studio, and Hubbell, Roth & Clark, Inc. (NTE Annual \$300,000.00 per firm)

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

### Budget/Fiscal Impact

Funding is available in the approved FY 2024 Park Maintenance and Capital Improvement Millage budget. Funding for services in future fiscal years 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 architectural design 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. This scope of services also includes community engagement as needed.

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 fifteen 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 and allows staff to move more quickly and efficiently to perform work. Some of the projects that were completed under prior contracts with pre-qualified architecture firms include design of the Argo Livery restroom renovation and addition, structural evaluation of the West Park bandshell and the Farmers Market Office building, evaluation and repairs to the walls at Veterans Memorial Park Ice Arena, ADA restroom improvements at Cobblestone Farm, and permit drawings for work performed by City Park Operations crews.

Request for Proposal (RFP) #23-53 was released on November 7<sup>th</sup>, 2023, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Ten firms submitted proposals. After review of qualifications and interviews, staff selected three firms, A3C Collaborative Architecture, InToto Studio, and Hubbell, Roth & Clark, Inc.

The selected firms will submit a scope and fee proposal for each project to be designed so that staff have a basis upon which to evaluate the individual projects. Individual work statements will be issued for each project and awarded to the most qualified 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 are recommending approval of professional services agreements (PSA) with each of these three consultants for architecture services on an as-needed basis for a period of five years. Staff are also recommending an option to extend the contracts for up to two additional years upon approval by the City Administrator. Total expenditures per fiscal year per individual contract are not to exceed \$300,000.

RESOLUTION TO RECOMMEND APPROVAL OF FIVE-YEAR PROFESSIONAL SERVICES AGREEMENTS FOR ARCHITECTURE SERVICES FOR PARKS & RECREATION WITH A3C COLLABORATIVE ARCHITECTURE, INTOTO STUDIO, AND HUBBELL, ROTH & CLARK, INC. (NTE ANNUAL \$300,000.00 PER FIRM)

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

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

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

Whereas, The City issued a Request for Proposals, RFP #23-53, to identify qualified architecture consultants with experience in providing architecture services for parks and recreation projects;

Whereas, Ten firms submitted proposals in response to RFP #23-53;

Whereas, Staff have selected the following three consultants as qualified to perform the type of work identified in RFP #23-53:

1. A3C Collaborative Architecture
2. InToto Studio
3. Hubbell, Roth & Clark, Inc.

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

Whereas, Funding is available in the approved FY2024 Parks Maintenance and Capital Improvements budget to cover the cost of these services;

Whereas, Funding for services in future fiscal years 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 five-year Professional Services Agreements for Architecture Services with A3C Collaborative Architecture, InToto Studio, and Hubbell, Roth & Clark, Inc. in the amount of not to exceed \$300,000 per fiscal year;

RESOLVED, That the Park Advisory Commission recommend City Council approve agreements that will include the option to extend the term for up to two additional years upon approval by the City Administrator.