



Legislation Text

File #: 24-0788, **Version:** 1

Resolution to Approve a Professional Services Agreement with DiClemente Siegel Design Inc. for Election Center Renovation Design Services (\$107,067.00) RFP #24-11

Attached for your consideration is a resolution to approve a Professional Services Agreement between the City and DiClemente Siegel Design Inc. (DSD), Southfield, Michigan, in an amount not to exceed \$107,067.00 for design services related to the Election Center Renovation project.

The work includes planning, design, bidding, and construction phase services for the interior renovations to the building to house election related operations and the City's Community Television Network (CTN) operations. CTN operations are currently provided from rental space located on South Industrial Highway, their lease will expire in 2026. The building, purchased by the City in October 2023, is an office condominium located at 3021-3023 Miller Road, Ann Arbor, Michigan.

DSD will meet with the City Clerk's Office and CTN staff to develop the needs of each operation and design the placement of those operations in the new building. DSD will also meet with the City's Office of Sustainability and Innovation (OSI) to review carbon neutral program recommendations for the building, including those identified in an OSI contracted study of the building with Inclination Engineering that should be completed in May. DSD will also coordinate project scoping with OSI to create a seamless integration of a roof mounted solar PV project that OSI is working on for the building.

Upon completion of planning, design work will move forward, including code compliance, and will culminate with final construction drawings ready for bidding. The proposal also includes bidding services and construction phase services including shop drawings review, inspections, punch lists and as-built drawings upon completion of the work.

An RFP was issued and five proposals were received by the City on March 14, 2024. The evaluation committee reviewed all proposals and interviewed multiple firms. DSD was selected as the most responsive proposal to the RFP. Scope delineation and fee negotiations were also completed.

DSD is a full-service engineering and architectural firm that has extensive experience in municipal facility design, including studio design that is critical for CTN. They also have extensive in-staff experience with decarbonization work, sustainable practices, and LEED techniques. The City has used DSD on a number of projects in the past and found them to be both competitive in their pricing and competent in their field. The resolution includes a \$10,000.00 design contingency to cover potential contract scope change orders to be approved by the City Administrator if necessary.

Budget/Fiscal Impact: Funding for the work, including contingency, is available in the FY24 Clerk's Office General Fund amended budget without regard to fiscal year, as approved by #R-24-007 on January 11, 2024.

DiClemente Siegel Design Inc. complies with the requirements of the City's Conflict of Interest, Living

Wage and Non-Discrimination ordinance requirements.

Prepared by: Matthew J. Kulhanek, Fleet and Facilities Unit Manager

Reviewed by: John Fournier, Deputy City Administrator

Approved by: Milton Dohoney Jr., City Administrator

Whereas, The City solicited proposals for design services for the Election Center Renovation project to address election operation's needs, decarbonization and the relocation of the City's Community Television Network from rented space to the City owned facility at 3021-3023 Miller Road, Ann Arbor;

Whereas, DiClemente Siegel Design Inc. provided the most responsive proposal for Design Services for the Election Center Renovation Project solicited through RFP #24-11 in March 2024;

Whereas, Funding for these services is available in the FY24 Clerk's Office General Fund amended budget without regard to fiscal year, as approved by #R-24-007; and

Whereas, DiClemente Siegel Design Inc. complies with the requirements of the City's Conflict of Interest, Living Wage and Non-Discrimination ordinances;

RESOLVED, The City Council approve the Professional Services Agreement with DiClemente Siegel Design Inc. in an amount not to exceed \$107,067.00 for work related to the planning, design, bidding, and construction phase services for the Election Center renovations and authorize a design contingency of \$10,000.00 to cover potential contract scope change orders;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said contract 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 all necessary administrative actions to implement this resolution including the approval and execution of change orders within the approved project budget.