



## Legislation Text

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**File #:** 24-0266, **Version:** 1

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Resolution to Approve a Construction Contract with Spence Brothers for the Supportive Connections Office Space Renovations Project (RFP 23-68) (\$135,000.00)

Attached for your review and approval is a resolution to approve a construction contract with Spence Brothers in the amount of \$135,000.00 for the interior renovations on the first floor of the Larcom City Hall Building, 301 E. Huron Street, for office space for the Supportive Connections Program. The space being renovated was previously occupied by the Tasty Green Cafe. The café vacated this space in 2020, and it has been used for miscellaneous storage since then.

This project will provide office space and improve visibility for the Supportive Connections Program, which will allow for increased public access to the program staff and resources. Supportive Connections is currently housed in a single office in the Justice Center, which is not conducive to public accessibility. The renovation project includes reconfiguring the space to include two offices, a small meeting/gathering area, and a storage closet. The private offices within the space will permit Supportive Connections staff to meet with individuals in a consistent location and maintain participant confidentiality. A storage area will allow the program to safely store supplies for community events and to support harm reduction.

Staff supervised the creation of plans and contract documents and bid the project through the City's Procurement Unit as RFP 23-68. Two proposals were received on January 23, 2024, which were reviewed using the City's Best Value criteria in ORD-21-41:

- Qualifications, Experience, & Accountability (20%)
- Workplace Safety (20%)
- Workforce Development (20%)
- Social Equity & Sustainability (20%)
- Schedule of Pricing/Cost (20%)

The proposal submitted by Spence Brothers scored the highest and was also the lowest priced proposal. Therefore, staff recommends approving a contract with Spence Brothers for this project. Based on adjustments to the project scope, the final proposed contract amount is \$135,000.00.

If approved, construction would commence within four weeks of the approval date with the project expected to be completed in 2 - 3 weeks.

Spence Brothers complies with the City's Non-Discrimination and Living Wage ordinances.

**Budget/Fiscal Impact:** Funding is available for this project and was included in the City Administrator's FY 24 Budget. Funding was designated from the Opioid Settlement Funds.

Prepared by: Karen Field, Program Director, Supportive Connections

Reviewed by: Kim Buselmeier, Financial Manager

Approved by: Milton Dohoney Jr., City Administrator

Whereas, The Supportive Connections program is in need of an accessible and visible location with space to meet with individuals and maintain confidentiality;

Whereas, This project would renovate the former Tasty Green Café space, which is in a highly visible location on the first floor of the Larcom City Hall Building and which has not been in use, except for storage, since 2020;

Whereas, The renovation of the former café space would provide two office spaces, a gathering area, and storage space for the Supportive Connections Program;

Whereas, The City of Ann Arbor solicited proposals for the Supportive Connections Office Space Renovations Project under RFP 23-68 and two proposals were received in January 2024;

Whereas, The proposal submitted by Spence Brothers received the highest score; and

Whereas, It is now necessary to enter into a contract with Spence Brothers for the performance of this work;

RESOLVED, That City Council approve a construction contract with Spence Brothers in the amount of \$135,000.00 for the Supportive Connections Office Space Renovation Project (RFP 23-68);

RESOLVED, That City Council approve and authorize a contingency amount of \$5,000.00 within the project budget and that the City Administrator be authorized to approve construction change orders not to exceed that amount, in order to satisfactorily complete this project;

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 is authorized to take all necessary actions to implement this resolution.