



Agenda Action Form Overview

Authorization of an Amendment to the Design Contract with HH Architecture, PA for Design Development and Construction Administration Services Related to the Office of Emergency Services Fleet Maintenance Project in the Amount of \$138,182.50 for a Total Revised Contract Amount of \$578,882.50 plus reimbursable and contingency not to exceed \$600,917.50.

Background/Justification

The Office of Emergency Services (OES) Fleet Maintenance Facility is responsible for servicing and repairing ambulances for Durham County Emergency Medical Services. The current facility, located on Stone Park Court, must be vacated due to a railroad realignment project.

On June 9, 2025, the Board approved a design contract with HH Architecture for design development and construction administration services for a new Fleet Maintenance Facility to be located on Hamlin Road. However, during the design development phase, the Hamlin Road site was determined to be unsuitable for the program's operational needs.

A new site has since been identified on East Geer Street that meets the requirements of the program. As a result, all design and construction efforts have been redirected from the Hamlin Road location to the East Geer Street property.

Policy Impact

Approval of this amendment is consistent with the Board's ongoing support for providing the citizens of Durham with a safe and resilient community.

Procurement Background

Type of purchase

- ☐ Goods
- ☐ Services
- X - Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No x

Goods: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$90,000$

Services: Bids required if $\geq \$30,000$, BOCC approval if $> \$40,000$

Construction/Repair work: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$500,000$

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?



Durham County Government
Agenda Action Form Supplemental Document

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other – Qualifications based selection based on advertisement and receipt of proposals from interested firms (RFQ 24-016)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐

If no, why?

Fiscal Impact

Adequate funding is presently available in the project fund to cover this expense for extended design services.

Recommendation

The County Manager recommends that the Board approve execution of a contract amendment to the design contract with HH Architecture, PA for design development and construction administration services related to the Office of Emergency Services Fleet Maintenance Project in the amount of \$138,182.50 for a total revised contract amount of \$578,882.50 plus reimbursable and contingency not to exceed \$600,917.50.