



**Durham County Government**

**AAF Form Supplemental Doc. – Project Build Renovation at the Shoppes of Hope Valley  
Budget ordinance & Capital Project Amendment**

**Agenda Action Form Overview**

Budget Ordinance No. XXXXXX and Capital Project Amendment No. XXXXX– to Create a project, appropriating \$200,000 to the Project Build Renovation at the Shoppes of Hope Valley (DCO Project Number?), and Execution of Contract for Architectural Design Services with RND Architects for the Project Build Renovation at the Shoppes of Hope Valley.

**Background/Justification**

The project includes the development of the design and construction documentation for suite 122 at the Shoppes of Hope Valley located at 3825 South Roxboro Street, Durham, NC 27713. The suite is approximately 5,046 square feet and is a single-story building. The suite was previously a shoe store and currently presents an almost completely open floor plan with storefront on the West facing wall. During the space programming and conceptual design in 2022, the design team developed a preliminary program that will be re-evaluated during this proposed scope of work. From the preliminary program developed, the renovation will include private offices for senior staff, open workstations for supporting staff, a medium sized meeting space, small conference room, and supporting facilities.

**Policy Impact**

The renovation will consolidate services, improve efficiency and increase the ability to serve the Community.

**Procurement Background**

Architects and engineers are selected using qualification-based RFQ processes as outlined in NC G.S. 143-64.31. This statute requires that State and all public subdivisions and Local Governments units thereof, except in cases of special emergency involving the health and safety of the people or their property, to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm.

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services, CM@R
- Construction and Repair

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

*Goods: Bids required if ≥ \$30,000, BOCC approval if ≥ \$90,000*  
*Services: Bids required if ≥ \$30,000, BOCC approval if > \$40,000*  
*Construction/Repair work: Bids required if ≥ \$30,000, BOCC approval if ≥ \$500,000*



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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?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**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? Qualification based RFQ process as required by G.S. 143-64.31

**Fiscal Impact**

The total project budget will be divided between \$153,035.00 for architectural design services, reimbursables and contingency fees, and \$46,965.00 for preliminary activities including, but not limited to, surveys, geotechnical evaluations, environmental assessments, and potential pre-construction services.

**Recommendation**

The Board is requested appropriate \$200,000.00 to create a new Capital Project for the Project Build Renovation at the Shoppes of Hope Valley and to authorize the County Manager to execute a contract with RND Architects to provide Programming and Planning services for the Project Build at the Shoppes of Hope Valley Renovation located at 3825 S. Roxboro St, Suite 122, Durham NC 27713. The total including architectural fees, reimbursables and contingency fees not-to-exceed the budget of \$153,035.00.