



## Durham County Government Agenda Action Form Supplemental Document – Contract Amendment

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### **Agenda Action Form Overview**

Execution of the Contract Amendment with CBRE/Heery, for Additional Services for the Moving Consulting and GovDeals Process Services for the Administrative Building II, 7<sup>th</sup> floor Upfit Renovation

### **Background/Justification**

On January 8, 2018, the BOCC awarded the Move consulting Services contract to CBRE/Heery for the Administration Building II Renovation. (former Judicial Building) located at 201 E. Main St. in the amount not to exceed \$56,250.00. That contract involved relocation services for departments located on the Lower Level through 6<sup>th</sup> floors, including Register of Deeds, Tax Administration, Engineering and Environmental Services, Soil and Water, NC Forest Service, EMS Administration, NC Department of Juvenile Justice and Delinquency Prevention and General Services Security into the newly renovated space from various facilities throughout the County. In the amendment the consultant will plan and execute the successful relocation of the Durham County Finance department to the newly renovated 7<sup>th</sup> floor of the Admin II Building. Funding for this contract is available in the Durham County Administrative Building II Renovation (Judicial Building Renovation) account.

### **Policy Impact**

CBRE/Heery International, P.C. has extensive experience with the relocation of Durham County offices as they provided move consulting and other related services on the Human Services, Justice Center, Main Library Renovation project and Admin II Floors LL-6th. CBRE/Heery is a qualified firm providing fair pricing for the project and will perform move consulting services for this project as well.

### **Procurement Background**

Government units 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. CBRE/Heery provided move consulting services for the Human Services, Justice Center, Main Library Renovation and Admin II Building projects demonstrating extensive familiarity with the relocation of Durham County offices.

#### **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  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*



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*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?

- 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? \_\_\_\_\_

**Fiscal Impact**

The Admin II Building (Formerly the Judicial Building) Funds have been deposited by the Budget department in the CIP account for the Project.

**Recommendation**

The County Manager recommends that the Board authorize the County Manager to amend the Move services contract with CBRE/Heery, to include the additional move planning, coordination, GovDeals and implementation services for the Relocation of the Durham County Finance department to the 7<sup>th</sup> floor of the Admin II Building in the amount of \$27,345.00, thus increasing the overall total compensation for services not to exceed \$83,595.00.