



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

Agenda Action Form Overview

Execution of Architectural Design Services contract with DTW Architects & Planners, Ltd, Durham, NC, for design and construction administration services for the renovations to the Durham County Administration Building.

Background/Justification

The project involves the renovation and backfill of the ground and first floors of the Durham County Administration Building. These floors are currently occupied by the Register of Deeds and Tax Offices, which will be relocating as part of the Judicial Building Renovation. Additionally, various other departments within the building require expansion due to service needs as many of the departments currently occupy multiple floors. The project will improve department consolidation and adjacencies along with addressing other building issues identified during the programming/evaluation phase.

Policy Impact

This project was approved during the FY 16-17 Capital Improvement Plan update (pg.3). Funding for the design and preliminary activities is available in the Administration Building Renovations project.

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
- ☐ 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

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



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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

Funding for this Architectural Services contract is available in the Administration Building Renovations Capital Project Account.

Recommendation

The County Manager recommends that the Board authorize the execution of an Architectural Design Services agreement with DTW Architects & Planners, Ltd. including reimbursable expenses in the amount of \$721,000.00 for design and construction administration services for this project.