



Agenda Action Form Overview

Execution of Amendment to the Architectural Design Service Contract with DTW Architects and Planners, Ltd. for the Administration Building Renovations Project No.: DC 137

Background/Justification

LEED certification fees were omitted from the original design proposal due to oversight. This amendment includes design services to achieve LEED certification for the project. LEED commissioning services are not included in this amendment and will be performed by an independent commissioning agent per LEED guidelines. The additional structural design fee is due to unanticipated correctional work needed on the existing structure.

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

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?



Agenda Action Form Supplemental Document – Contract Amendment Approval

- ☐ 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 the contract amendment with DTW Architects & Planners, Ltd. to provide additional design services for the Durham County Administration Building Renovation project in the amount of \$65,000, thus totaling a not to exceed amount of \$786,000.00.