



Agenda Action Form Overview

Award Contract for Architectural/Engineering Services for Upgrades to Southern Durham County Solid Waste Convenience Sites to Smith + Gardner Engineers

Background/Justification

Durham County operates two Solid Waste Convenience sites in the southern portions of the County. The Parkwood Site is located at the intersection of Highway 55 and TW Alexander, next to the Waste Water Treatment Plant. During the first quarter of FY19, the site served an average of 2,000 customers per month. The Redwood Site is located at 100 Electra Road, off of Redwood Road. This Site served an average of 5,500 customers per month during the first quarter of FY 2019. Both sites have gravel driveways that need frequent maintenance, and the current site designs are not adequate for the volume of customers and material that the sites receive now.

The renovation of these two Convenience Sites will meet the long-term demands of the growing communities and provide flexibility for future changes to the waste and recycling services. The renovation will also improve safety for residents and staff by providing better separation of public traffic and material storage areas and access routes. The master plan process will include a review of population trends and best practices in the industry and will seek community feedback.

Policy Impact

This agenda item is part of the Durham County Capital Improvement Plan (CIP) allocated to upgrade the Solid Waste Convenience Sites. This action does not require BOCC policy changes.

Procurement Background

On August 11, 2018, a Request for Qualifications (RFQ No 19-007) for Architectural Services for Upgrades to Southern Durham County Solid Waste Convenience Sites was advertised and mailed to potential proposers. Two responses were received on September 13, 2018 and were evaluated by a selection committee representing Legal, Purchasing, General Services, and County Engineering. Smith + Gardner Engineers was determined to be the most qualified to provide design services for this project. Smith + Gardner Engineers is located in Raleigh NC.

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



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

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?

n/a

Fiscal Impact

This contract is supported by Pay As You Go capital funds that have been allocated for Southern Convenience Site Upgrades.

Recommendation

The County Manager recommends that the Board authorize the County Manager to enter into a service contract with Smith + Gardner Engineering Inc, of the Carolinas. The compensation paid to Smith + Gardner with CIP Budget will not exceed \$87,000.