



Agenda Action Form Overview

Budget Amendment No. 20BCC000036 transferring funds from the Sewer Utility Fund (600660000) to the Collections' System Rehabilitation Fund (6006690000) and Capital Project Amendment No. 20CPA000016 to appropriate the funds to the Utilities Administration Building Project and authorize the County Manager to amend the contract with DTW Architects & Planners, LTD. of Durham, to provide architectural/engineering design services for follow-on design phases for the new Utilities Administrative Building to be located at 6001 NC Hwy 55, Durham, in the amount of \$1,114,580.00, plus reimbursable expenses in the amount of \$4,000.00, thus increasing the total compensation under the contract to \$1,140,580.00 (See Attachment A, pages 1-27).

Background/Justification

DTW Architects & Planners, LTD. was selected to provide design services for this project through RFQ No. 18-021, advertised on November 30, 2017. A design services contract in the amount of \$22,000 was executed on June 25, 2018 with DTW to develop a master plan for the facility on the 40.37 acre tract across HWY 55 opposite the current TWWTP facility, purchased for use by TWWTP operations. as well as to develop a refined project scope and follow-on design services proposal for the facility, including potential Backup EOC, Backup Datacenter and Fueling Station elements.

This master planning phase has now been completed and the County is now able to continue the design process for this facility. This amendment will extend the architectural/engineering design services for the project through the design, bidding, construction and closeout phases.

The design services provided in this amendment include:

- Full architectural and PME design of a 39,000 square foot administration building with a training room and warehouse.
- Full architectural and PME design of a 2,400 square foot truck wash building.
- Full architectural and PME design of a fleet fueling station to include handling of unleaded fuel, diesel fuel and propane fuel.
- Full site design for the above facilities including a service yard, parking, utilities, stormwater and associated roads.

The development of this new facility will address current office and warehouse space constraints within the current TWWTP site, provide room for future growth, provide a sizeable training/classroom venue for County events, a fleet fueling station and truck wash facility, and the ability to re-purpose a portion of the facility into a backup EOC.

Policy Impact

This project was approved during the FY 20-29 Capital Improvement Plan update (pg.58). Funding for the design and preliminary activities is available in the Utilities Administrative Building project.



Procurement Background

On November 30, 2017, a Request for Qualifications (RFQ No 18-021) for Architectural Services for a New Administrative Building for the Utilities Division was advertised and mailed to potential proposers. Seven responses were received on December 28, 2018 and were evaluated by a selection committee representing Legal, Purchasing, General Services, and County Engineering. DTW Architects & Planners, Ltd. was determined to be the most qualified to provide design services for this project. DTW is located in Durham 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

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

Funding for this Architectural Services contract is available in the Utilities Administrative Building Capital Project, pending approval of this Capital Project Amendment.

Recommendation

The County Manager recommends that the Board approve Budget Amendment No. 20BCC000036 transferring funds from the Sewer Utility Fund (600660000) to the Collections' System Rehabilitation Fund (6006690000) and Capital Project Amendment No. 20CPA000016 to appropriate the funds to the Utilities Administration Building Project and authorize the County Manager to amend the contract with DTW Architects & Planners, LTD. of Durham, to provide architectural/engineering design services for follow-on design phases for the new Utilities Administrative Building to be located at 6001 NC Hwy 55, Durham, in the amount of \$1,114,580.00, plus reimbursable expenses in the amount of \$4,000.00, thus increasing the total compensation under the contract to \$1,140,580.00. (See Attachment A, pages 1-27).