



### **Agenda Action Form Overview**

Capital Project Amendment No. 21CPA000026 appropriating \$300,000 of Limited Obligation Bonds (LOB's) Funding for the creation of the 500 E. Main St. Structured Parking Deck Capital Project and to authorize the County Manager to enter into a contract with Little Diversified Architectural Consulting, Ltd. (Little) of Durham to perform the programming phase for Architectural Services of the 500 E. Main St. Structured Parking Deck for a total not-to-exceed amount of \$183,200 (basic services plus soil, transportation investigations and miscellaneous allowances).

### **Background/Justification**

The structured parking projects are driven by the County's need to provide additional parking for employees as well as patrons using County facilities and to provide parking support for the potential mixed used development project(s). The overall mixed-use project is expected to involve retail, residential, office/commercial, parking, and civic uses. A separate solicitation has recently been advertised seeking development partners for the commercial and residential components of the development which is outside of this scope of work. This approval is for the Programming and Space Needs Assessment only which will include an analysis of the County's future parking needs based on trends in public and other modes of transportation, coordination with the City of Durham's Comprehensive Parking plan, evolutions in vehicular technology and expected employee population growth. Findings will be presented to County management and the Board of County Commissioners for input/approval. A previous programming contract with Little was approved by the BOCC on April 8, 2019 titled 300 and 500 East Main St. Structured Parking Decks was used to determine the programming requirements for the 300 E. Main St. deck. A separate approval will be required with the developer once the programming/parking space counts are defined for the actual design and construction of the deck.

### **Policy Impact**

This project was approved during the FY 17-18 Capital Improvement Plan update. Funding for the design is included in the overall project. However, based on the fact that the funding for the design will not be available until the FY19-20 Budget implementation, a CPA is required to expedite this phase of the project. Funding for the design will be available pending the approval of the Capital Project Amendment into the Downtown Parking Deck Capital Project Account.

### **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.

This RFQ was specifically issued by the County for architectural services to refine the program and design of the structured parking components of the projects. The request for qualifications (RFQ #19-021 – Architectural Services for the Structured Parking at Two (2) Downtown Sites) for architectural services for the project was advertised in local newspapers on January 19, 2019. One (1) response was received



on February 19, 2019 and were evaluated by a selection committee representing the County Engineering Department. The firm of Little Architectural Consulting, Ltd. was determined to be the most qualified firm to provide design services for this project based on the evaluation and their experience with similar projects and the massing studies/conceptual work. Little is located within the American Tobacco Campus of 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? Qualification based RFQ process as required by G.S. 143-64.31

**Fiscal Impact**

This project was approved during the FY 17-18 Capital Improvement Plan update. However, funding for the overall design was to be implemented as part of the FY 20-21 Budget process. Therefore, funding for this portion of the project requires a Capital Project Amendment to expedite this process and will be available pending the approval of the Capital Project Amendment to create the 500 E. Main St. Redevelopment Capital Project Account.

**Recommendation**



The County Manager recommends that the Board authorize Capital Project Amendment No. 00CPA000000 Appropriating \$300,000 of Limited Obligation Bonds funding to create a 500 E. Main Redevelopment Capital Project and execution of an Architectural Design Services agreement with Little Diversified Architectural Consulting, Ltd. in the total amount not-to exceed \$183,200.