

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: September 8, 2009

SUBJECT: Architect Selection: Renovations to Old Health Building, King Street Building & 1995 Courthouse

ATTACHMENTS: No

SUMMARY OF REQUEST:

As directed by the Board during the August 3, 2009 meeting, staff solicited architectural firms to perform the following architectural functions: programming, design and construction administration for the renovations to the Old Health Building, King Street Building and 1995 Courthouse.

In accordance with NC General Statute 143-64.31 (Procurement of Architectural, Engineering, and Surveying Services), staff developed a Request for Qualifications (RFQ) and posted it on the County's website. In addition, staff notified all of the local Henderson County architects directly. The responses were received by August 15, 2009 and six firms submitted Statements of Qualifications

A detailed review of the firms was conducted by the selection committee based on the criteria established within the RFQ and in accordance with general statutes.

Selection Criteria as follows:

- Project Team
- Project Experience
- Project Approach
- Relationship with Funding/Regulatory Agency
- Customer Service

The Selection Committee consisted of the following:

- Marcus Jones, Engineer
- Anthony Starr, Planning Director
- Natalie Berry, Asst. County Engineer
- Selena Coffey, Assistant County Manager
- David Berry, Contract Construction Manager
- Stan Duncan, Tax Assessor

Qualified Architectural Firms that Submitted Statements of Qualifications:

- ADW Architects
- PBC&L Architects
- O'Cain Group
- Calloway, Johnson, Moore & West
- Shamburger Design Studio
- Stuart Stepp

Although *all* of the firms were found to be *qualified*, the Selection Committee found *ADW Architects* and *PBC&L Architects* to be the *most qualified* and were within minimal points of each other in ranking.

BOARD ACTION REQUESTED:

The next step in the process after Board approval for selection of an architectural firm is to negotiate an agreement with the selected firm and bring the proposal back for final approval by the Board of Commissioners. The Selection Committee recommends the selection of *ADW Architects* based on their top ranking in selection criteria points. The Committee further recommends that the Board authorize staff to begin negotiating the terms of the agreement for final approval at the next regularly scheduled Commissioners meeting. If the Board wishes to choose another firm based on other criteria, the Committee would recommend the same negotiation process to follow.

Suggested Motion:

I move that the Board authorize the selection of ADW Architects (or _____) as the most qualified responding firm to conduct the programming, design and construction administration for the renovations to the Old Health Building, King Street Building and 1995 Courthouse and authorizes staff to begin negotiating an agreement to be brought back to the Board of Commissioners at its next regularly scheduled meeting.