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To: Mayor and City Council
From: Brent Walker, Parks Director
Date: July 8, 2019
Subject: Award of Contract – Facilities Assessment Services

ITEM DESCRIPTION

The RFQ Review Team recommends awarding a contract for RFQ 19-02 Facilities Assessment Services to Sizemore Group.

BACKGROUND

The City solicited qualifications from consultants to provide facility assessments and design services for the North DeKalb Cultural Arts Center and the Austin Elementary School site. The assessment will consist of site and building analysis, user group interviews to determine space needs and conceptual site and floor plans. The assessment will also include a preliminary project budget and assistance with determining funding sources and phasing.

EVALUATION

A Request for Qualifications was issued in February and the City received two proposals from Sizemore Group and Williams-Russell and Johnson Inc. The RFQ Review Team, composed of the Assistant City Manager, Parks and Recreation Director, Public Works Director and the Economic Development Director, reviewed proposals and interviewed Sizemore Group based on their understanding of the project.

Based on insights gained in the proposal and interview process, the RFQ Review Team recommends Sizemore Group for this contract because of their significant experience in facility design, approach to the project and involvement and thorough understanding of the desired outcome.

FUNDING

Staff recommends funding the project for a total of \$65,000 which includes an additional 10% contingency. \$50,000 of the funds would be appropriated from Austin School Site Master Plan and \$15,500 will be appropriated from the Tourism Facility Fund.

RECOMMENDATION

Staff respectfully requests that Council: (1) award Purchasing Contract – Facility Assessment Services to Sizemore Group for a sum of \$65,000 (2) authorize staff to provide funding for the contracts; and (3) authorize the City Manager to execute the necessary documents following satisfactory review by legal counsel.

Denis Shortal Mayor
 Eric Linton, ICMA-CM City Manager
 Sharon Lowery, CMC City Clerk

Pam Tallmadge City Council Post 1
 Jim Riticher City Council Post 2
 Tom Lambert City Council Post 3

Terry Nall City Council Post 4
 Lynn Deutsch City Council Post 5
 John Heneghan City Council Post 6

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