



# REQUEST FOR CITY COUNCIL ACTION

<b>MEETING DATE:</b>	September 6, 2017	<input checked="" type="checkbox"/> Motion
<b>DEPARTMENT:</b>	Finance	<input type="checkbox"/> Resolution
<b>DIVISION:</b>	Purchasing	<input type="checkbox"/> Ordinance - Introduction
		<input type="checkbox"/> Ordinance - Adoption
		<input type="checkbox"/> Public Hearing

**TITLE:**  
Request for Qualifications (RFQ): Professional Architectural Services for Utilities Department Administration Complex

**SUMMARY RECOMMENDATION:**  
Authorize the City Administrator to negotiate and execute a contract for Professional Architectural Services for the Utilities Department Administration Complex to the following firm:  
  
Nicklaus Engineering, Inc. Yuma, Arizona  
  
(Utilities Department - RFQ #2017-20000225) (Jay Simonton/Robin R. Wilson)

**REPORT:**  
The City intends to construct a new Utilities Department Administration Complex and Maintenance Yard to replace the department's existing facilities located at 190 W. 14<sup>th</sup> Street. The existing structure is functionally obsolete and currently does not meet the needs of the department. The "Old APS Building," as it is known, currently houses the department's Systems Division (Distribution and Collections) personnel totaling approximately 50 staff members. The new minimum 20,000 square feet Utilities Complex will be located on approximately three acres of land at 200 W. 13<sup>th</sup> Street. The new location will allow the department to consolidate several other divisions, including Administration, Pretreatment and the department's warehouse into one large fully functional facility to accommodate approximately 70 individuals. The facility will allow for future expansion as needed.

An RFQ process was initiated to obtain proposals from qualified firms to perform Professional Architectural Services for the Utilities Department Administration Complex in accordance with, and as regulated by, current State of Arizona Board of Technical Registration Code and Rules.

On June 27, 2017 a pre-submittal meeting was held for all interested firms to participate in a briefing and question-and-answer session to allow those firms to better prepare their proposals and highlight the scoring RFQ criteria that would be used to determine each firm's relative score and ranking. The City received proposals from six firms. An evaluation committee of City staff reviewed and rated the proposals, based on the scoring criteria provided within the RFQ. In the solicitation, it is required that the architectural firm present the conceptual building options, with anticipated construction cost estimates to City Administration and City Council in a worksession setting for input prior to the final concept selection.

FISCAL REQUIREMENTS	CITY FUNDS:	\$250,000.00	BUDGETED:	\$250,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: CIP	
	TOTAL:	\$250,000.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK:			
	1. 2. 3. 4. 5.			
ADDITIONAL INFORMATION	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL?			
	<input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Gregory K. Wilkinson		8/30/2017	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		8/29/2017	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Pat Wicks		8/21/2017		
SIGNATURES	WRITTEN/SUBMITTED BY:		DATE:	
	Robin R. Wilson		8/15/2017	