



## Legislation Text

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**File #:** 17-431, **Version:** 1

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### **TITLE:**

Continuation of interviews with Design Team Respondents to Town Request for Qualifications - 203 S. Greensboro Project

**PURPOSE:** The purpose of this item is to provide the Board with a second opportunity to meet with and interview two firms that responded to the Town's request for qualifications for professional architectural/engineering services and to consider directing the Town Manager to begin negotiations with a selected firm.

**DEPARTMENT:** Town Manager, Planning, Finance

**CONTACT INFORMATION:** David Andrews 919-918-7315, [dandrews@townofcarrboro.org](mailto:dandrews@townofcarrboro.org); Patricia McGuire 919-918-7327, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org); Arche McAdoo 919-918-7439, [amcadoo@townofcarrboro.org](mailto:amcadoo@townofcarrboro.org)

**INFORMATION:** The Town released a Request for Qualifications (RFQ) for professional architectural/engineering services for the 203 S. Greensboro Project on November 19th. Background information on the project is available at <http://www.townofcarrboro.org/1127/203-S-Greensboro-Project>. Eight written responses were received by the December 5<sup>th</sup> deadline. Five firms were interviewed by a staff panel. Two firms made presentations and interviewed with the Board of Aldermen on February 13<sup>th</sup> (<https://carrboro.legistar.com/MeetingDetail.aspx?ID=571452&GUID=159AB6DF-7C1B-4FD1-A665-CBDE72879222&Options=&Search=>). The Town has invited both firms back for a second interview. Approximately 45 minutes is allocated for each of the two firms. The Board of Aldermen is expected to review and discuss the qualification of these respondents and consider directing the Town Manager to begin negotiations with the firm determined to be most qualified to carry out the work. A resolution that provides an opportunity for the Board to take that action has been prepared (*Attachment A*).

The schedule is as follows:

7:40 - 8:25 P + W  
8:30 - 9:15 CRA  
9:20 Board discussion

A list of questions and decision matrix will be provided at the meeting. The selection and contracting process for these professional services is qualifications-based and cost cannot be a factor in considering the most qualified firm to advance to contract negotiations.

**FISCAL & STAFF IMPACT:** The capital project ordinance for this project is attached (*Attachment B*). Design costs are included there and will be allocated per the Development Agreement with Orange County and

others, as is applicable.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen conduct the interviews and consider action on the resolution directing the Town Manager to begin negotiations with a selected firm (*Attachment A*).