



Legislation Text

File #: 22-290, **Version:** 1

TITLE:

Approval of Contracts for Executive Search Firm Services and Special Inspections for 203 Project

PURPOSE: The purpose of this agenda item is to request that the Town Council approve contracts for executive search firm services and a special inspections contractor for 203 Project.

DEPARTMENT: Town Manager, Finance

CONTACT INFORMATION: Arche McAdoo, Finance Director, 918-7439; Daniel Snipes, Interim Public Works Director, 918-7432; Julie Eckenrode, Human Resources Director, 918-7308

INFORMATION: The Town issued an RFP for Executive Search Firm services to assist with the hiring of the following employee positions: Assistant Town Manager, Fire Chief, Public Works Director, Recreation, Parks, & Cultural Resources Director, and Housing & Community Services Director. Additionally, an RFQ was issued for a special inspector for construction material testing and special inspection services for the 203 South Greensboro Street Project.

After review and evaluation of the respective responses, the following recommendations for contract award are presented to the Council.

1. Contract for Executive Search Firm

This contract is for an executive search firm. The Town received seven proposals which were reviewed by the Town Manager, Human Resource Director, and Deputy Finance Director for completeness of the proposal and experience or expertise with local government executive recruiting. Baker Tilly was selected as the most qualified firm based on their overall expertise and experienced staff. The contract for \$113,970 is expected to be completed by February 28, 2023. Funding is available in the Human Resources operating budget.

2. Contract for a Special Inspections Contractor

Eight responses were received and a committee including Ben Schmadeke and Max Randal from Public Works, Rebecca Buzzard from Housing and Community Services, Cary McNallan from Finance, Steve Arndt with Orange County and Christine Bendixon with Lynch Mykins, the Structural Engineer for the 203 Project, participated in evaluating the responses. ESP Associates was one of only two of the participating firms that had all of the necessary inspections certifications and was determined to be the most qualified to complete the services. ESP has committed to the Town's MBE participation goal of 10% and is partnering with Trimat Materials Testing to achieve this. The Town has negotiated a contract with ESP Associates for an amount not to exceed \$328,182 with all work expected to be completed in 2024. Funding is available in the 203 South Greensboro Street Capital Project budget.

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Vendor-Location	Bid Amount	Vendor	Subconsu
ECS Southeast	RFQ		
* ESP Associates	RFQ		Yes, 10
Falcon	RFQ	Yes, W	
GeoTechnologies	RFQ		
Stewart	RFQ	Yes, H	
Summit Design & Engineering	RFQ		Yes, 10
Summit Sciences	RFQ		
Trimat	RFQ	Yes, AA	
* Recommended proposal			

AA = Asian American, AB = African American, AI = American Indian, DBE = Disabled Business Enterprise
H = Hispanic, SE = Socially & Economically Disadvantaged, W = Woman

FISCAL & STAFF IMPACT: FY23 funds are budgeted in the Human Resources operating budget and the 203 Project budget for these contracts.

RECOMMENDATION: Staff recommends that the Town Council adopt the resolution (Attachments A) authorizing the Town to enter into a contract with Baker Tilly and adopt the resolution (Attachment B) authorizing the Town to enter into a contract with ESP Associates.