



## Legislation Text

---

**File #:** 57560, **Version:** 1

---

### **Fiscal Note**

Funds are available in the 2019 Capital Budget under project 11314 Streets East Office Remodel.

Account # 11314-401-140; \$26,000

### **Title**

Authorizing the Mayor and City Clerk to execute an amendment to the existing Purchase of Services contracts between the City of Madison and Hein Engineering Group Inc. and Destree Design Architects Inc. for professional architecture and engineering design services for the Sycamore Ave Public Works Maintenance Facility-Office Remodel Project. (17th AD)

### **Body**

WHEREAS the 2019 Capital Budget includes \$2,908,197 for Streets East Office Remodel; and

WHEREAS the parties, the City of Madison ("City") and Hein Engineering Group ("Engineer") entered into a contract for the purchase of professional engineering design and construction administration services for the Office Remodel project in July, 2016 (\$23,900) after competitive Request for Bids (RFB) processes; with three (3) quotes received and quotes were less than \$25,000 so a formal RFP was not required. The parties entered into Design Amendment #1 on November 28, 2018 and Amendment #2 on January 04, 2019 (per Legistar No. 51400); and

WHEREAS the parties, the City of Madison ("City") and Destree Architects ("Architect") entered into a contract for the purchase of professional architectural design and limited construction administration services for the Office Remodel project in November, 2017 (\$13,200) after competitive Request for Bids (RFB) processes; with three (3) quotes received and quotes were less than \$25,000 so a formal RFP was not required. The parties entered into Design Amendment #1 on November 27, 2018 (per Legistar No. 51400); and

WHEREAS the contract amendment for this resolution is to address extra services required by City Streets to revise office layout during the Construction Document phase (Engineer, \$4,000) and provide architectural construction administration services during the Construction Administration phase required to complete the Sycamore Ave Public Works Maintenance Facility Upgrades (Architect, \$22,000). In total, the resolution seeks to add \$26,000 to the existing authorized contract amount; and

WHEREAS the additional services required to complete the items would further increase the Purchase of Services Contract amount above \$25,000; and

WHEREAS a formal RFP process would not be economical on the basis of time and money because the Architect and Engineer have unique project knowledge and another firm(s) could not complete the bid documents as efficiently; and

WHEREAS, under MGO 4.26(4)(b), if a service contract exceeds \$25,000 and the contract was not subject to a competitive selection process, the contract shall meet one of the requirements of sec. 4.26(4)(a) and be approved by the Common Council, and signed by the Mayor and Clerk; and

WHEREAS, this contract meets section 4.26(4)(a)7 which provides that a contract may be approved without a competitive selection process if the contractor has performed similar services in the past and it would be economical on the basis of time and money to retain the same firm.

NOW THEREFORE BE IT RESOLVED that the Mayor and City Clerk are hereby authorized to execute an Amendment to the Contracts between the City of Madison and Hein Engineering Group Inc. and Destree Design Architects Inc. in a form to be approved by the City Attorney, to provide professional architectural and engineering design services for the extra work as described above.

BE IT FURTHER RESOLVED that in accordance with MGO section 4.26(4)(a)7 the Common Council finds that the further solicitation of proposals is not required because the contractor has performed similar services in the past and it would be economical on the basis of time and money to retain the same firm.