

COUNCIL ACTION FORM

SUBJECT: CYRIDE ON-CALL ARCHITECTURAL SERVICES AWARD TO ASK STUDIO

BACKGROUND:

CyRide's facility is 31 years old and major components of the building are at, or beyond, their useful life. As a result, the Capital Improvement Plan includes four construction projects at CyRide during the FY 2015-16 budget year that require professional architectural and engineering services:

- Heating, Ventilation, Air Conditioning Replacement (\$60,000, with additional expenses in two additional years)
- Pit Replacement (\$375,000)
- Hoist Replacement (\$25,000, with additional expenses in two additional years)
- Parking lot improvements (\$75,000)

In preparation for the FY 2015-16 facility projects, CyRide prepared a Request For Proposal (RFP) for On Call Architectural and Engineering services to hire the expertise required to support the above construction projects. With multi-year projects, the RFP was developed for a five-year period so that continuity between years and projects could be accomplished. Distribution of this RFP occurred on March 3, 2015 with three proposals received as follows.

- Ask Studios
- Brooks, Borg, Skiles Architectural Engineering
- RDG Planning and Design

Per Federal Transit Administration requirements, RFP's for professional services must be awarded based on a two-stage process. First, RFP's are evaluated based on a set of criteria that reflect the firm's professional qualities only and then the firms are ranked based on these professional skills. The following professional criterion was developed for the first stage of the evaluation process.

- Specialized Experience – 20%
- Professional Qualification and Experience – 15%
- Capacity of Firm to Accomplish the Work in the Required Time – 15%
- Past Performance – 15%
- Firms' Location (Proximity to Ames) – 15%
- Quality Control Program – 15%

- Sustainable Design and Planning – 2.5%
- Volume of Work – 2.5%

Second, price negotiations begin with the top firm. If an agreement cannot be reached, the second highest firm is contacted to determine if a price can be agreed upon, until the contract is awarded or all bids rejected.

Three CyRide staff evaluated proposals against this criterion and based on their combined evaluation, the ASK Studio proposal received the highest combined rating and was determined to be the firm that would provide the greatest benefit for the variety of projects that they would be called upon to guide CyRide. An hourly rate of \$40 - \$115 per hour, depending upon which staff is utilized on a specific project, was negotiated with this firm, which is comparable to past CyRide on-call architectural and engineering contracts based on a federally-required price analysis.

Funding for these services will be provided with federal grants and local dollars programmed into the Capital Improvement Program.

The contract was approved by the Transit Board of Trustees on April 30, 2015.

ALTERNATIVES:

1. Approve the award for On Call Architectural and Engineering Services to ASK Studios.
2. Reject all proposals and rebid On Call Architectural and Engineering services.

MANAGER'S RECOMMENDED ACTION:

Due to this firm's strong technical experience and familiarity with CyRide's existing building, this firm was determined to be the best fit for the various projects funded in the Capital Improvement Plan. Their fee schedule was also determined to be competitive.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. #1, thereby approving a contract with ASK Studios for On Call Architectural and Engineering services for CyRide.