

COUNCIL ACTION FORM

SUBJECT: AWARD OF CYRIDE ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES CONTRACT

BACKGROUND:

Areas in CyRide's facility are 40 years old and major components of the building are well beyond their useful life. CyRide has identified several major upcoming capital improvement projects that will require professional architectural and engineering services. Historically, CyRide has utilized an on-call firm to provide these services. CyRide is currently at the end of a five-year contract with ASK Studios of Des Moines, Iowa.

On June 22, 2020, CyRide released RFQ 2020-167 for On-Call Architectural and Engineering services to support CyRide construction projects. Responses were due by July 16, 2020. The RFQ was developed for up to a five-year period so continuity between multiple years and projects could be accomplished. The base contract is for two years, with annual renewal options for up to three additional years.

CyRide received a single proposal from ASK Studios of Des Moines, Iowa. CyRide contacted several of the firms that were sent the RFQ to inquire about why they did not respond to the RFQ. The common response from firms was that they did not believe they had the correct skill set to meet CyRide's needs, firms were concerned about the Federal Transit Administration required clauses, or other projects were already committed to so the firms chose not to respond.

Based on the proposal evaluation, ASK Studio was determined to be responsive to the RFQ. An hourly rate of \$50 - \$150 per hour (see attached rate sheet), depending upon which staff member is utilized on a specific project, was negotiated with the firm. This rate is comparable to past CyRide on-call architectural and engineering contracts and based on a federally required price analysis, the fees were determined to be fair and reasonable. Funding for these services will be provided through federal grants and local dollars programmed into the Capital Improvement Plan.

This contract was approved by the Transit Board of Trustees at their August 26, 2020 meeting.

ALTERNATIVES:

1. Approve the contract for On-Call Architectural and Engineering Services to ASK Studios, of Des Moines, Iowa, for a period of two years, with hourly rates between \$50-\$150 depending on the staff member, and annual renewal options for up to three additional years.
2. Reject the contract and direct staff to modify the project.

CITY MANAGER'S RECOMMENDED ACTION:

Due to this firm's strong technical experience and familiarity with CyRide's existing facilities, ASK Studios was determined to be a good fit for the various projects funded in the Capital Improvement Plan. Award of this contract will allow for continuity between projects over the next several fiscal years.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.



ARCHITECTS SCHIPPER KASTNER

ASK Studio 2020-21 Hourly Rates

	<u>Hourly Rate</u>
Principal _____	\$150.00
Staff Architect _____	\$85.00– 105.00
Intern Architect _____	\$75.00 – 85.00
Interior Designer _____	\$60.00 – 70.00
Draftsperson _____	\$50.00 – 60.00
Support Staff _____	\$55.00 – 60.00