



## Legislation Text

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**File #:** 20-759, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** May 27, 2020

**COUNCIL DISTRICT(S):** 2, 14

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a two-year consultant service contract for historic context assessment and survey of greater downtown and intown Dallas for the Office of Historic Preservation - HHM & Associates, Inc., most advantageous proposer of two - Not to exceed \$195,000 - Financing: Building Inspection Fund (\$100,000), Historic Preservation Grant Fund (\$90,000), and National Trust for Historic Preservation Grant Fund (\$5,000) (subject to annual appropriations)

### **BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This consultant service contract will provide survey services for the City for a historic thematic context assessment and survey of Greater Downtown Dallas. The survey, originally recommended in 2015 as part of a task force created to address demolitions in the historic core, will conduct a comprehensive reconnaissance field survey of the downtown area and provide thematic context statements. The consultant will provide a survey report and up to 15 historical context statements. Context statements may include themes such as downtown plans; railroads, street cars, and motor trolleys; modern architecture, or tourism development. The consultant will host an informational presentation to inform the public of the survey efforts and gather stories and historical documents that may inform the context statements. The consultant will submit a final report and copies of photographs, database files, maps, and research supporting the final report.

The historic thematic context assessment and survey will provide updated National Register information regarding contributing structures within City historic districts, assist with building identification as part of the City's demolition delay districts, and be a starting point towards an updated City of Dallas preservation plan.

The \$100,000 budgeted for the survey and thematic context assessment will be leveraged with \$95,000 in grants awarded to Preservation Dallas for the survey. Preservation Dallas secured grants from the Summerlee Foundation, Downtown Dallas, Inc., the Hoblitzelle Foundation, and the National Trust for Historic Preservation.

A four-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Sustainable Development and Construction (1)
- Office of Economic Development (1)
- Department of Planning and Urban Design (2)
- Office of Business Diversity (1)\*
- Office of Procurement Services (1)\*

\*The Office of Procurement Services only evaluated cost and the Office of Business Diversity only evaluated the Business Inclusion and Development Plan.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30 points
- Expertise and qualifications 20 points
- Capabilities 20 points
- Project approach 15 points
- Business Inclusion and Development Plan 15 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors. Additionally, in an effort to secure more competition, the Office of Business Diversity sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.15; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

This item has no prior action.

**FISCAL INFORMATION**

Fund	FY 2020	FY 2021	Future Years
Building Inspection Fund	\$100,000.00	\$0.00	\$0.00
Historic Preservation Grant Fund	\$ 90,000.00	\$0.00	\$0.00
National Trust for Historic Preservation Grant Fund	\$ 5,000.00	\$0.00	\$0.00
Total	\$195,000.00	\$0.00	\$0.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$195,000.00	Other Services	23.80%	100.00%	\$195,000.00
<ul style="list-style-type: none"> <li>• This contract exceeds the M/WBE goal.</li> <li>• HHM &amp; Associates, Inc. - Non-local</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BNZ1906. We opened them on March 1, 2019. We recommend the City Council award this consultant service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*HHM & Associates, Inc.	3500 Jefferson St. Suite 330 Austin, TX 78731	\$195,000.00

Architectural Resources Group	360 East 2nd St. Suite 225 Los Angeles, CA 90012	\$449,530.00
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**OWNER**

**HHM & Associates, Inc.**

Emily Payne, President  
David Moore, Vice President