



Legislation Text

File #: 22-2718, Version: 1

STRATEGIC PRIORITY: Government Performance & Financial Management

AGENDA DATE: December 14, 2022

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Jack Ireland

SUBJECT

Authorize a one-year service contract for consulting services to develop facility and strategic master plans for the Library - Group 4 Architecture, Research + Planning, Inc., most advantageous proposer of four - Not to exceed \$495,000 - Financing: Central Library Gift Fund (\$245,000) and Coronavirus State and Local Fiscal Recovery Fund (\$250,000)

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 service contract will provide for consulting services to develop facility and strategic master plans for the Library. Comprehensive research is needed to better evaluate how Library facilities are performing, how City operations compare to peer cities, and identify gaps in services and resources to better serve residents. The proposed plan has three phases: Public Participation, Strategic Plan, and Facility Plan. The plan will provide implementation strategies, organizational structure, framework, and funding requirements to achieve the goals and strategic objectives set forth by the plan. The Library's previous master plan was in 2001 and no longer reflect the current facility priorities.

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

- Budget and Management Services (1)
- Library (2)
- Park & Recreation Department (1)
- Office of Procurement Services (1)*

*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and

qualifications under the following criteria:

- Qualifications 30 points
- Cost and timeframe 30 points
- Approach 25 points
- Experience 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.

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 calculated living wage during the solicitation process of this contract is \$15.21; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 23, 2021, City Council authorized the acceptance of grant funds from the U.S. Department of Treasury for the Coronavirus Local Fiscal Recovery Fund to provide relief during the ongoing COVID-19 pandemic by Resolution No. 21-1149.

On September 22, 2021, City Council authorized the final reading and adoption of the appropriation ordinance for the FY 2021-22 City of Dallas Operating, Capital, and Grant & Trust Budgets, which included the ARPA funds from the U.S. Department of Treasury for the Coronavirus Local Fiscal Recovery Funds by Resolution No. 21-1590.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
Central Library Gift Fund	\$ 0.00	\$245,000.00	\$0.00
Coronavirus State and Local Fiscal Recovery Fund	\$250,000.00	\$ 0.00	\$0.00
Total	\$250,000.00	\$245,000.00	\$0.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$495,000.00	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
2.02 %	2.02%	\$10,000.00
<ul style="list-style-type: none"> • The Business inclusion and Development Policy does not apply to Other Service contracts, however the prime contractor is subcontracting with certified M/WBEs. 		
<ul style="list-style-type: none"> • Group 4 Architecture, Research + Planning, Inc. - Non-local; Workforce - 0.00% Local 		

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> • Utilized for high technology procurements, insurance procurements, and other goods and services • Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications • Always involves a team evaluation • Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposals from solicitation number BBZ22-00018584. We opened them on June 9, 2022. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*Group 4 Architecture, Research + Planning, Inc.	211 Linden Ave. San Francisco, CA 94080	82.88
Godfrey's Associates, Inc.	333 East Mockingbird Ln. Suite 147-840 Dallas, TX 75214	74.00
Gensler	5005 Greenville Ave. Dallas, TX 75206	71.38
Avixa Advisors	3838 Oak Lawn Ave. Suite 1000 Dallas, TX 75219	67.50

OWNER

Group 4 Architecture, Research + Planning, Inc.

Dawn Merkes, President

David Schnee, Vice President