

STAFF REPORT

DATE: 7/31/2024
TO: City Council
FROM: Ted Henry, City Manager
SUB: RFQ for A/E Services



BACKGROUND:

The City of Bel Aire was awarded BASE Grant funding for improvements to the Sunflower Commerce Park. The purpose of the amended grant award is to improve and enhance the reliability and service capabilities of critical infrastructure, supporting economic development efforts. Specifically, the City is in the process of expanding infrastructure service capabilities by constructing a Utilities and Public Works Facility within the Sunflower Commerce Park. This critical piece of infrastructure will house water and sewer materials and equipment, as well as added administrative space with increased cybersecurity measures.

On July 14, 2024, the Bel Aire City Council selected PEC to be the ownership representative for the project. The next step is to turn our master plan with a conceptual design into a reality.

DISCUSSION:

On June 24, 2024, a Request for Qualifications (RFQ) was issued to engage an architectural and engineering firm to design and engineer the project. The RFQ was distributed to seven reputable firms, receiving responses from four experienced companies: LK Architecture, Schaefer Architecture, Tessere, and Gravity Works Architecture.

On July 23, 2024, a selection committee consisting of the City Manager and the Ownership Representative was formed to evaluate each proposal and rank each firm based on the completeness of the RFQ responses. The ranking sheet is attached. The top two firms were selected for in-person interviews.

On July 30, 2024, the interview committee, comprised of Council Member Dehn, Council Member Schmitz, the City Engineer, the Public Works Director, and the City Manager, conducted interviews with LK Architecture and Schaefer Architecture. Each firm presented their vision for the project and responded to questions from the committee. Following the interviews, the committee scored the firms (see next page), deliberated, and made a recommendation.

RECOMENDATION:

The interview committee recommends selecting Schaefer Architecture for the design of the new public works facility. The committee felt that while both firms were well qualified, Schaefer provided the most aggressive schedule (bidding the project at the end of November versus early January with LK) and were more in tune with the City's desires. They mentioned a few curiosities of the concept drawing presented in the RFQ and had some ideas on how to get the building to flow more cohesively. Schaefer was also more definitive and direct in their fee presentation than LK. Schaefer also seemed more eager and excited to tackle this project and is ready to get started as soon as the project is awarded.

RFQ Interviews for Architectural and Engineering Services
Bel Aire Public Works Facility
July 30, 2024

Interview Question Asked:

- Describe how you would implement your process for this project.
- Outline your communication plan for the project.
- Provide any additional information you deem relevant.
- Getting to know the person who will be handling day-to-day connections with Bel Aire and/or the Owner's Representative.
- What potential risks/challenges do you feel could pose issues for this project and how would manage them?
- How do you handle the QA/QC process for your team, Owner, and GC?
- The City is considering CMAR as the construction delivery type, do you feel this is right for this project?
 - Tell us about your experience with the CMAR process?
- Do you have any suggestions to further expedite your proposed schedule?

Overall Interview Grade for LK Architecture: 5

1 2 3 4 5 6 7 8 9 10

Overall Interview Grade for Schaefer Architecture: 7

1 2 3 4 5 6 7 8 9 10