

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Architectural Services for Feeding the Valley Facility Expansion – RFP No. 22-0014
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with Hecht Burdeshaw Architects, Inc. (Columbus, GA) for plans and drawings to assist in the development and implementation of a Community Development Block Grant application related to the expansion of the Feeding the Valley Food Bank facility, contingent upon the sole source approval of the Georgia Department of Community Affairs. The services will be funded by a Community Development Block Grant – Coronavirus (CDBG-CV) that is administered by the Georgia Department of Community Affairs.

Feeding the Valley Food Bank serves several counties and communities in the River Valley region. The organization is looking to expand by adding an additional facility at its Columbus location in order to meet the growing needs of the food insecure in the area.

Hecht Burdeshaw Architects, Inc. will be responsible for providing a preliminary architectural report during the development phase of the application which meets the guidelines set forth in the 2021 DCA CDBG-CV applicants manual. Hecht Burdeshaw Architects, Inc. must produce the required preliminary plans and cost estimates within 30 days of selection.

If funded, the Hecht Burdeshaw Architects, Inc. will be responsible for final design, plans and specifications, obtaining necessary permits and/or easements; preparing for bid and contract documents, including advertising and bidding procedures; supervising construction and project closeout, as well as other necessary services.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on August 31, 2021. This RFP has been advertised, opened, and evaluated. One proposal was received on October 4, 2021, from the following:

Hecht Burdeshaw Architects, Inc. (Columbus, GA)

The following events took place after receipt of the proposals.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action

Combined Pre-/1 st Evaluation Meeting	10/05/21	The Purchasing Manager advised evaluation committee members of the RFP rules and process, the project manager provided an overview, and the Evaluation Committee discussed the one proposal received; the committee did not require clarification of the proposal.
Recommendation Forms Sent	10/05/21	Recommendation forms were forwarded to the voting committee members.
Recommendation Forms Returned	10/06/21	The completed recommendation forms were returned to the Purchasing Division. The voters unanimously recommended award to Hecht Burdeshaw Architects, Inc.

Evaluation Committee:

The proposals were reviewed by voting members of the Evaluation Committee, which consisted of a representative from the Feeding the Valley Food Bank, a representative from the River Valley Regional Commission and a representative from the Community Reinvestment Department.

A representative from the Engineering Department served as an alternate voter.

An additional representative from the River Valley Regional Commission and an additional representative from the Community Reinvestment Department served as non-voting advisors.

Award Recommendation:

Based on the recommendation forms, the Committee unanimously recommends award to Hecht Burdeshaw Architects, Inc.

Vendor Qualifications/Experience:

- Hecht Burdeshaw Architects has performed architectural services in Columbus for over 60 years.
- The firm also provide services that include master planning, programming, site analysis, and interior design.
- Hecht Burdeshaw Architects, Inc. has worked with Feeding the Valley since 2015. The firm’s first project with Feeding the Valley was analyzing and finding various existing buildings for their use, then ultimately designing and providing construction administration services for the new building that is currently slated for expansion.
- Hecht Burdeshaw will be represented by the same in-house staff that worked on the original project. Additionally, Hecht Burdeshaw will use the same local consultant team that worked on the original project: Moon Meeks Engineering, Peach Engineering, and Wright and Associates.
- Listed below are the last three clients for whom the firm has provided similar services within the last five years:

- Phenix City Board of Education March 2018 – May 2019
Provided full architectural services for the Bus Maintenance Facility: project design, construction documentation, bidding/negotiation, construction administration, and interior design.

- Feeding the Valley Food Bank July 2016 – March 2017
Provided full architectural services for the Feeding the Valley Food Bank: project design, construction documentation, bidding/negotiation, construction administration, and interior design.

- Phenix City Board of Education February 2016 – January 2017
Provided full architectural services for the Central High School Expansion: project design, construction documentation, bidding/negotiation, construction administration, and interior design.

The City's Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

The services will be funded by a Community Development Block Grant – Coronavirus (CDBG-CV) that is administered by the Georgia Department of Community Affairs.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH HECHT BURDESHAW ARCHITECTS, INC. (COLUMBUS, GA) FOR PLANS AND DRAWINGS TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RELATED TO THE EXPANSION OF THE FEEDING THE VALLEY FOOD BANK FACILITY, CONTINGENT UPON THE SOLE SOURCE APPROVAL OF THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS.

WHEREAS, an RFP was administered (RFP No. 22-0014) and one proposal was received; and,

WHEREAS, the proposal submitted by Hecht Burdeshaw Architects, Inc. (Columbus, GA) met all proposal requirements and was evaluated responsive to the RFP.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute a contract with Hecht Burdeshaw Architects, Inc. (Columbus, GA) for plans and drawings to assist in the development and implementation of a Community Development Block Grant application related to the expansion of the Feeding the Valley Food Bank facility, contingent upon the sole source approval of the Georgia Department of Community Affairs. The services will be funded by a Community Development Block Grant – Coronavirus (CDBG-CV) that is administered by the Georgia Department of Community Affairs.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

_____ Sandra T. Davis, Clerk of Council	_____ B.H. "Skip" Henderson III, Mayor
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