



STAFF REPORT

Meeting Type: City Council Meeting
Meeting Date: October 2, 2023
From: Andi Howell, Transit Director
Subject: Contract Award: Operations Center Expansion Design

DECISION TO BE MADE:

Whether to authorize staff to negotiate and execute a contract with MWA Architects for the design of the Sandy Operations Center Expansion Project.

BACKGROUND / CONTEXT:

Capital improvements including the expansion of administrative and maintenance space at the Sandy Operations Center were identified in the Transit Master Plan, adopted by City Council in April 2020. In pursuit of fulfilling the Transit Department's goals of following the Transit Master Plan, Transit applied to for Federal 5339 Funds and was awarded \$198,000 for the architectural and engineering design of two future buildings at the Sandy Operations Center. Of the \$198,000, \$158,789 is grant funding and \$39,211 is local match. Upon the award and Council approval of the grant funds, Transit held a meeting with all Departments that may use the space and Tyler Deems. Every Department except the Library attended the meeting to discuss future needs and this upcoming project.

Like most City Departments, Transit has recognized facility needs for several years and has actively been collecting funds through the Statewide Transportation Improvement Fund (STIF) as well as applying for available Federal grants for the design of a future expansion project. In the Sandy STIF Plan (recipient agreement approved by Council at the September 18, 2023 meeting), Transit has been assigning funds to a project labeled the "Capacity Project" since 2019. Currently that project has \$108,000 set aside for this use.

In June 2023, Sandy Transit issued a Request for Proposals (RFP) for this design project. Sandy received 8 bids in total. Transit invited every Department to participate on the evaluation committee. Representatives, selected by Department Directors, that participated in the selection committee were:

AJ Thorne, Public Works Department
Andi Howell, Transit Department
Greg Brewster, Sandy Net and IT Department
Muna Rustam, Transit Department
Tiana Rundell, Parks and Recreation Department
Ryan Wood, Public Works Department

The selection committee met and scored the applications. Four firms were asked to return for interviews. Due to scheduling conflicts, AJ Thorne and Greg Brewster were not able to attend the interviews. The other original four committee members were able to attend all 4 interviews. Interviews were scored as well and weighted at 20% of the total score.

MWA Architects scored the highest and was the winning firm. An Intent to Award to MWA Architects was issued and all bidders were contacted regarding the Intent to Award. The protest period has expired and there have been no protest to the bid process.

KEY CONSIDERATIONS / ANALYSIS:

This project was included in the FY24-25 approved budget. Project bids were higher than budgeted (\$248,486), however the Transit Department has the funds to cover the project.

BUDGET IMPACT:

Total Project Estimate:

\$331,534

Funding Sources:

\$158,789 from Federal 5339; \$108,000 From STIF; \$64,745 Transit Payroll Taxes

RECOMMENDATION:

The City recommends that the Council authorize staff to negotiate and execute a contract with MWA Architectural Services.

SUGGESTED MOTION LANGUAGE:

"I move to approve the evaluation committee's recommendation and authorize staff to negotiate and execute a contract with MWA Architects in an amount not to exceed \$331,534 for the architectural and engineering design of the Sandy Operations Center Expansion Project."

LIST OF ATTACHMENTS / EXHIBITS:

Attachment A: Sandy Request for Proposal

Attachment B: Evaluation Criteria

Attachment C: Interview Questions

Attachment D: MWA Architectural Services Proposal

Attachment E: Scoring Sheet of Prospective Architectural Firms