



Date: April 21, 2015

To: Thomas J. Bonfield, City Manager
Through: W. Bowman Ferguson, Deputy City Manager
From: Marvin Williams, Director of Public Works
Subject: Contract SW-38C, 2015 Sidewalk Inspections

Executive Summary

On February 9, 2015 the Department of Public Works issued a Request for Qualifications (RFQ) for engineering firms to provide Contract Administration and Construction Inspection (CA/CI) services for the 2015 Sidewalk Repair Project (SW-38). This project was accepted into the Small Local Business Enterprise Program. Statements of Qualifications (SOQ) were received on February 24, 2015 from two professional engineering firms. A selection committee reviewed both submittals, and recommended the contract be awarded to Coulter Jewell Thames, P.A.

Recommendation

The Administration recommends that the City Council authorize the City Manager to execute a contract for SW-38C, 2015 Sidewalk Inspections project with Coulter Jewell Thames, P.A. of Durham, NC in the amount of \$66,204.00.

Background

The SW-38, 2015 Sidewalk Repair Project provides for the removal and replacement of existing damaged sidewalk and replaces non-compliant curb ramps along Ashe Street, Guthrie Avenue, and Buchanan Boulevard. The Public Works Inspection Group does not have the staff capacity to inspect this work. The Construction Administration and Construction Inspections (CA/CI) for SW-38 Sidewalk Repair project will be contracted out.

The Department of Public Works issued a request for qualifications for engineering firms to provide services for Construction Administration and Inspection, Design Services, and Project Management Services. SOQ's were evaluated and both firms, Coulter Jewell Thames, P.A. and BREE Associates, were invited to provide presentations to the selection committee on their qualifications and approach to the project. The qualifications statements were evaluated using criteria that included the firm's experience with similar work, their methodology proposed, and their overall understanding of the project. Following the presentations the selection committee recommended that the CA/CI contract be awarded to Coulter Jewell Thames, P.A.

City staff then met with Coulter Jewell Thames to discuss and negotiate the scope and fees. The City of Durham and Coulter Jewell Thames agreed upon the fee to be paid for this project in the amount of \$66,204.00; which is 9.1% of the construction contract amount of \$724,578.00.

Issues/Analysis

The Public Works Department recommends awarding Contract SW-38C to Coulter Jewell Thames, P.A. of Durham, NC in the amount of \$66,204.00.

Alternatives

City Council can choose to not proceed with this project and redirect the funding to another project; however, that would reduce the department’s ability to provide the necessary inspections needed for the successful completion of the SW-38 2015 Sidewalk Repair contract.

Financial Impact

Funds for this project are budgeted for in the following CIP accounts:

3610L010-731002-LF109	\$66,204.00
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SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the proposal submitted by Coulter Jewell Thames, P.A. of Durham, NC to determine compliance with the Small Local Business Enterprise Program Ordinance and the Ordinance to Promote Equal Business Opportunities in City Contracting. It was determined that Coulter Jewell Thames, P.A. is in compliance with the Small Local Business Enterprise Program Ordinance and the Ordinance to Promote Equal Business Opportunities in City Contracting.

SLBE REQUIREMENTS

Coulter Jewell Thames, P. A. is a certified SLBE firm.

SDBE REQUIREMENTS

No MSDBE or WSDBE goals were set.

WORKFORCE STATISTICS

Workforce statistics for Coulter Jewell Thames, P. A. are as follows:

Total Workforce	24	
Total Females	6	(25%)
Total Males	18	(75%)
Black Males	0	(0%)
White Males	18	(75%)
Other Males	0	(0%)
Black Females	0	(0%)
White Females	6	(25%)
Other Females	0	(0%)