

T. S. E. I.

Memorandum Date: December 2, 2009
Order Date: December 16, 2009

TO: Board of County Commissioners
DEPARTMENT: Management Services
PRESENTED BY: David Suchart, Director
AGENDA ITEM TITLE: ORDER/In the Matter of Awarding a contract for Architectural Services to PIVOT Architecture and Planning for the Public Works Customer Service Center

I. MOTION:

Move Approval of Order 09 -12 -16 - In the Matter of Awarding a contract for Architectural Services to PIVOT Architecture and Planning for the Public Works Customer Service Center.

II. AGENDA ITEM SUMMARY:

The Public Works Department has a requirement for design services to develop a Customer Service Center at the Delta Shops location.

III. BACKGROUND/IMPLICATIONS OF ACTION:

A. Board Action and Other History

Public Works has public interface at numerous locations. In particular, the Land Management Division is located in the basement of the Public Service Building in downtown Eugene. In discussion with the Board the Public Works Director was given direction to pursue developing a customer service center at the Delta location, which would consolidate several customer service sites in one area. The Director also was given authorization to pursue a LEED Silver designation in developing that facility. Management Services developed and coordinated the RFP process with the Public Works Management team. The first phase of the process is the development of an architectural master plan for the project. Schematic design and cost estimates are part of that process in working with the Public Works Management Team.

B. Policy Issues

Lane County has developed a number of capital projects, but this will be the first attempt at a LEED designated project. By achieving a LEED designation, the County will affirm its commitment to sustainability in developing its capital assets.

C. Board Goals

Protecting the public's assets by maintaining, replacing, or upgrading the County's investments in systems and capital infrastructure, and identifying ways to improve space and facilities conditions to better serve citizens, insure the adequate maintenance of existing infrastructure, and provide an environment conducive to high employee productivity, as outlined in the Goals and Strategy B.1.d. of the County's Strategic Plan, will be served by the completion of these projects.

D. Financial and/or Resource Considerations

Funds have been allocated for the first phase of the project by the Public Works Department.

E. Analysis

A Proposal and Specifications for architectural services was advertised, with proposals due on September 2. Fifteen proposals were received. Interviews for the short list of four firms were held on September 29, and the selection committee selected PIVOT Architecture and Planning of Eugene as best meeting the qualifications to perform the work.

F. Alternatives/Options

1. Accept the recommendation to contract with PIVOT Architecture and Planning as the design consultant for the project.
2. Reject the recommendation.

IV. TIMING/IMPLEMENTATION

Finalize contract with PIVOT Architecture and Planning for architectural services in conjunction with the construction and remodel of the Public Health Building.

V. RECOMMENDATION

Contract with PIVOT Architecture and Planning as the design consultant for the project.

VI. FOLLOW-UP

Upon adoption by the B/CC, a contract will be prepared for signature by the County Administrator.

VII. ATTACHMENTS

Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 09 -12 -16 -) IN THE MATTER OF AWARDING A
) CONTRACT FOR ARCHITECTURAL
) SERVICES TO PIVOT ARCHITECTURE
) AND PLANNING FOR THE PUBLIC
) WORKS CUSTOMER SERVICE CENTER

WHEREAS, Lane County has need for a new location to house various functions of the Department of Public Works, and

WHEREAS, the Public Works Management Team has recommended the firm of PIVOT Architecture and Planning be retained, and

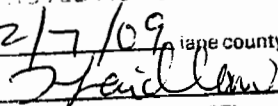
WHEREAS, the initial contract shall be developed in the amount of \$113,380,

NOW, THEREFORE, IT IS HEREBY ORDERED the firm of PIVOT Architecture and Planning is hereby awarded the contract for design services for the Public Works Customer Service Center.

IT IS FURTHER ORDERED that the County Administrator is delegated authority to execute such a contract.

Dated this 16th day of December 2009

Peter Sorenson, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 12/17/09 lane county

OFFICE OF LEGAL COUNSEL