



Purchasing Department
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MEMORANDUM (**CONFIDENTIAL**)

To: Mr. John Baumgartner
City Manager

From: Mr. Alfred C. Turner
Purchasing Manager

Cc: Mr. Chien Wei
Director of Parks & Cultural Services

Date: October 31, 2018

Re: Recommendation to Select Professional Services Firm – **PGAL**
(Library Facilities Needs Assessment and Feasibility Study)

The purpose of this memorandum is to recommend selection of PGAL as the professional services firm to complete the League City Library Facilities Needs Assessment and Feasibility Study. To honor the confidentiality of this proposed project, ensure compliance, and perform competitive vendor market analysis, the Purchasing Department received request from Parks & Cultural Services Department to issue a Request for Qualifications (RFQ) to obtain credentials and capabilities from potential offerors.

The Purchasing Department released RFQ No. 19-LIBRY-001 Library Facilities Needs Assessment and Feasibility Study on October 1, 2018 with a response due date of October 23, 2018. The format of the RFQ consisted of the following elements:

1. RFQ Instruction with the disclosure statements and instructions indicating respondents' proposals would detail:
 - a. Qualification and Experience
 - b. Project Methodology
 - c. References
 - d. Disclose any Conflict of Interest
 - e. Certifications
2. "Drafted" Scope of Work and Project Requirements
3. "Presentation" instructions with potential offerors
4. Evaluation Criteria



The Purchasing Department received responses from the following firms:

1. English + Associates Architects, Inc.
2. PGAL

After receipt of responses, the Purchasing Department provided support to organize an evaluation committee to review and select the top firm based upon their demonstrated competence and qualifications to perform the analyses. The committee members were comprised of:

1. Mr. Chien Wei, Director of Parks & Cultural Services (Committee Chair)
2. Mr. Todd Kinsey, Mayor Pro Tem
3. Mr. Robert Duke, Project Management
4. Ms. Jenny Brewer, City Librarian
5. Ms. Kathleen Marx-Sharp, Friends of Helen Hall Library
6. Ms. Kathleen Nenninger

The Evaluation Committee invited the two firms to perform formal presentations and conduct industry discussions. The firms presented their in-depth capabilities and services to perform requirements stated in RFQ. These meetings presented a platform to clarify credentials, address questions and conduct discussions with team members. The Evaluation Committee concluded these meetings Monday, October 29, 2018.

The Evaluation Committee unanimously recommended **PGAL** as the most highly qualified provider. Abiding by *Government Code: Title 10. Chapter 2254* for Professional and Consulting Services, the Purchasing Department issued a request for price proposal to PGAL Tuesday, October 29, 2018 to obtain fee schedule for the scope of work presented in the RFQ. Upon receipt of this price proposal, Purchasing Department will coordinate with City Management and Director of Parks and Cultural Services to obtain professional services fees that will be acceptable, fair and reasonable. Upon arriving at a negotiated price between the City and the Professional Services firm, Purchasing Department will coordinate the execution of a Professional Services Agreement with PGAL.

The RFQ process and requirements fit under the Professional and Consulting Services State and Municipalities Regulations whereby a potential vendor can be selected on demonstrated competence and qualifications to perform the requirements criteria. However, the budget for this study is \$90,000 requires City Council approval based on City's Delegation of Authority policy. The City's Purchasing Manager will support the Director of Parks & Cultural Services in preparing an award package for City Council and City Management Approval.



Upon approval from these officials, the Purchasing Department will support in finalizing the Professional Services Agreement to complete this procurement process.

Should you have any questions or require further clarification please feel free to contact me at ext. 1370.