



## **Request for City Council Committee Action from the Convention Center**

**Date: March 8, 2012**

**To: Chair Hodges, Ways and Means Committee**

**Subject: Consultant Pool for Convention Center and Target Center**

**Recommendation: Authorize appropriate City staff to issue a Request for Proposals to generate a consultant pool for Architectural, Engineering and Design services at the Convention Center and Target Center.**

**Previous Directives: N/A**

### **Department Information**

Prepared by: Chris Larson, Director of Facility Services Convention Center

Approved by: Jeff Johnson, Executive Director Convention Center

Approved by: Jayne Khalifa, City Coordinator

A handwritten signature in blue ink, which appears to be "Jayne Khalifa", is written over the printed name and extends into the adjacent line.

Presenters in Committee: Chris Larson 612-335-6116

### **Reviews**

- Permanent Review Committee (PRC): Approved - February 16, 2012

### **Financial Impact**

- No financial impact
- Action is within the Business Plan utilizing existing capital funds within the Convention Center and Target Center Budgets

Community Impact

**N/A**

## **Supporting Information**

**The Convention Center Facilities staff on behalf of the Convention Center and Target Center engages in a variety of projects and improvements on an annual basis. Professional services in the areas of Architectural, Engineering and Design frequently exceed the \$50,000 limit for Standard Agreements. Convention Center staff wish to establish a consultant pool in similar fashion the pools utilized by Public Works and Finance for similar purposes. The RFP will generate responses from the design community in approximately 50 areas of expertise and multiple firms will be approved as qualified in these specialties for the generation of Mast Agreements to be used over a 3 year period.**

**Work by individual firms will be both distributed over the qualified firms as well as tracked on an annual basis for utilization and distribution. Individual scopes of work will be vetted through the Civil Rights department for compliance with Small and Underutilized Businesses as well as compliance with Affirmative Action plans.**

**Individual contracts will be generated per qualified firm and presented to this Committee for review and approval. It is anticipated that this RFP process will result in approximately 30-40 contracts with qualified firms.**

**A consultant pool of pre-qualified firms will be much more time-efficient than generating an RFP for design services on a per-project basis.**