



Legislation Text

File #: 17-0355, **Version:** 1

DATE: June 8, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Emily Hunter, Planning Director
Brian Wilcox, Purchasing Manager

SUBJECT:

Acknowledge report of procurement award to and execution of Procurement Agreement with Thomason and Associates of Nashville, Tennessee in the total lump-sum amount of \$9,823 for downtown historic district listing update and architectural evaluation services for the Planning and Sustainability Department (Purchasing Office Procurement Solicitation No. 2017-012; grant supported project to be budgeted in FY2018; Contract No. 2017-0100)

Purpose

The purpose of this procurement is to purchase downtown historic district listing update and architectural evaluation services. The goal of the project is (1) to provide an update to the existing National Register nomination listing for the area known as "Franklin Historic District" through research and evaluation methods performed by a consultant, and (2) to evaluate and document certain historic structures for the purpose of gathering information that may be used later to expand the boundaries of the National Register-listed Franklin Historic District and/or local historic district overlay.

Background

This project has been funded in part by a Federal Preservation Grant administered by the United States Department of the Interior's National Park Service and the Tennessee Historical Commission.

The City published on February 16, 2017 a Notice to Proposers in the *Williamson Herald* for downtown historic district listing update and architectural evaluation services. In addition, solicitation documents were sent on or about the same date directly to three (3) potential proposers known or thought to be interested in this solicitation. One (1) proposal was publicly opened at the submittal opening held on March 21, 2017. A tabulation of the proposals received for this solicitation is attached.

Financial Impact

The proposal ranked highest by the proposal evaluation team, from Thomason and Associates of Nashville, Tennessee, is in the total lump-sum amount of \$9,823 for the required services. The project is expected to be completed after June 30, 2017 and thus is to be allocated to the Planning and Sustainability Department

budget for fiscal year 2018. There is a total of \$10,000 funding available for this project.

Recommendation

Staff recommends the Board of Mayor and Aldermen acknowledge receipt of this report of procurement award to and execution of Procurement Agreement (Contract No. 2017-0100) with Thomason and Associates of Nashville, Tennessee, in the total lump-sum amount of \$9,823 for downtown historic district listing update and architectural evaluation services. Purchasing Manager Brian Wilcox believes the prepared solicitation documents as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2017-0100 has been executed by the City Administrator and is attached.