



**Date:** February 20, 2023

**To:** Wanda S. Page, City Manager  
**Through:** Bertha T. Johnson, Deputy City Manager  
**From:** Jina B. Propst, Director, General Services Department  
**Subject:** Former Wheels Skating Center Up-fit Design Contract with DTW Architects & Planners, Ltd.

### **Executive Summary**

The General Services Department (GSD) has selected a firm to provide design and construction administration services for the Former Wheels Skating Center Up-fit project. The facility is located at 715 Hoover Road in east Durham. The purpose of this project is to implement accessibility, code, life safety, risk and deferred maintenance improvements necessary to reopen the facility as a code compliant, safe and universally accessible amenity for the public.

GSD solicited statements of qualifications as advertised on the City's website. Out of two firms who submitted proposals, DTW Architects & Planners, Ltd. (DTW) was selected as the most qualified firm.

### **Motion**

To authorize the City Manager to execute an Owner-Architect agreement with DTW Architects & Planners, Ltd. for design and construction administration services for the Former Wheels Skating Center Up-fit Project for an amount not to exceed \$293,000;

To establish a contingency fund for the contract in the amount of \$29,300; and

To authorize the City Manager to execute amendments to the Owner-Architect agreement provided the total cost of the contract does not exceed \$322,300.

### **Background**

In 2021, the City entered into a professional services contract for development of park renovation concepts for Long Meadow and East End Parks as well as the former Wheels Fun Park (Wheels) site. The primary intent of the project was to evaluate and assess the sites with a focus on identifying opportunities to implement recommendations included in the City's 2013 Parks and Recreation Master Plan and 2017 Aquatics Facilities Master Plan. Priority was given to the Wheels site for development of a large outdoor aquatics facility as recommended in the 2017 Aquatics Facilities Master Plan, and identification of other program elements to supplement and compliment the newly developed Merrick-Moore Park, located directly across the street.

Through the project's public engagement process, a clear desire was expressed by community members for the preservation and re-opening of the Wheels Skating Center as part of the overall Wheels redevelopment. General Services staff presented the Wheels Skating Center Assessment and Probable Opinion of Cost to City Council on October 6, 2022. The recommendations presented to Council included correcting deficiencies related to accessibility, code, life safety, risk and deferred maintenance and upgrades related to future food service and

concessionaire requirements. Council directed staff at that time, to move forward with a project to update the facility and correct deficiencies required to re-open the facility as a City-owned skating center.

A Request for Qualifications (RFQ) for Professional Services was advertised on October 19, 2022. A pre-submittal conference was held on October 26, 2022, and two written submittals were received by the November 16, 2022 deadline. The submittals were reviewed and scored by City staff and the selection committee ranked DTW as the top ranked team for the Project. In addition to demonstrating their experience in building renovations, DTW’s submittal included recommendations for expediting the design and construction process to meet the desired compressed timeline for project completion.

DTW’s scope of work includes design, construction document preparation and construction administration for improvements which will provide a code compliant, safe and universally accessible amenity for the public. In addition, the project will correct deferred maintenance deficiencies and provide operational upgrades as funding allows.

**Issues and Analysis**

As described above, negotiations with DTW have resulted in a negotiated fee for full design services in an amount not to exceed \$293,000. The scope of services includes design, construction documents, permitting coordination and construction administration for identified improvements to the Former Wheels Skating Center. The project will require close coordination by and between the project team, Durham Parks and Recreation Department and other City Departments to provide expedited delivery of design documents and to secure permits for construction in order to meet the accelerated schedule for project delivery. The design team has provided strategies for concurrent review of building and site plans to reduce permitting lead times and advance project completion.

Approval of the design contract will allow DTW to proceed with design and production of construction documents for the Project. The projected design schedule includes seven (7) months for design, permitting and bidding and four (4) months for construction activities, with anticipated project completion in early 2024.

**Alternatives**

City Council could elect to not engage in professional services at this time and not proceed with ADA and code improvements for the Former Wheels Skating Center, or direct staff to re-advertise the RFQ. Electing to delay contracting for design services will postpone the opening of the skating center for public use, and may result in cost increases due to increased construction costs.

**Financial Impact**

Funds for this project are currently budgeted and available as follows:

<b>FUNDING SOURCES</b>	<b>City of Durham</b>
CIP FY 2023	\$1,646,966
<b>Total Revenues</b>	<b>\$1,646,966</b>

  

<b>PROJECT COSTS</b>	<b>City of Durham</b>
Design	\$ 293,000
Design Contingency	\$ 29,300
Construction Budget	\$1,192,200
Construction Contingency	\$ 132,466

**Total Expenditures**

**\$1,646,966**

**Equal Business Opportunity Summary**

The Underutilized Business Compliance division reviewed the proposal submitted by DTW Architects & Planners, Ltd. of Durham, NC to determine if they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. The goals were MUBE 8% and WUBE 6%. The firm exceeded the assigned goals and was in compliance with the Ordinance to promote Equal Business Opportunity in City Contracting.

**UBE REQUIREMENTS:**

DTW Architects & Planners, Ltd. will subcontract to the following certified firms:

<b>Firm</b>	<b>ID</b>	<b>City/State</b>	<b>Amount</b>	<b>% of Contract</b>
BREE & Associates, Inc.	MUBE	Raleigh, NC	\$22,500	9.6 %
JC Waller & Associates, PC	MUBE	Greensboro, NC	\$14,300	6.10%
CLH Design, PA	WUBE	Cary, NC	\$65,000	27.74 %
Ross Linden Engineering, PC	WUBE	Raleigh, NC	\$ 7,500	3.2 %

**Contractor Workforce Diversity & Hiring Practices**

According to the contractor’s responses to the “Contractor Workforce Diversity Questionnaire,” the contractor is a small employer (less than 50 employees) consisting of mostly professional/ skilled workers. The contractor believes it has a diverse workforce because of the nine people that make up DTW, six or 66% have been with the company for more than 25 years. Of those six, three are women and one of those women is also a minority. DTW is a company that strives to retain employees through equal pay and benefits. The contractor did list many examples of efforts it makes to have a more diverse workforce.

**WORKFORCE STATISTICS**

**Employee Diversity Breakdown Table**

Employment Category	Total Employees	Total Males	Total Females	M-a-l-e-s					F-e-m-a-l-e-s				
				White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manager	2	0	2	0	0	0	0	0	1	1	0	0	0
Professional	4	3	1	2	0	1	0	0	1	0	0	0	0
Technical	2	2	0	1	1	0	0	0	0	0	0	0	0
Clerical	1	0	1	0	0	0	0	0	1	0	0	0	0
Totals	9	5	4	3	1	1	0	0	3	1	0	0	0

**Attachments**

- Proposed contract
- Contract Exhibits A - F