



Date: March 3, 2025

To: W. Bowman Ferguson, City Manager
Through: G. Keith Chadwell, Deputy City Manager
From: Sean C. Egan, Director of Transportation
Subject: Supplemental Agreement #3 to Master Agreement #18919 with Stantec Consulting Services, Inc. for Design of Two-Way Conversion of Roxboro Street and Mangum Street

Executive Summary

In 2020, the *Move Durham Transportation Study* recommended that a two-way conversion be considered for the one-way pair system of Roxboro Street and Mangum Street. The Transportation Department conducted a feasibility study of the two-way conversion for the North Carolina Department of Transportation (NCDOT) in 2024, and NCDOT has given permission for the City to move forward with design work. The Transportation Department plans to enter into a Supplemental Agreement with Stantec Consulting Services, Inc. to begin the roadway design of this project. Stantec is on the Department's Professional Services On-Call list.

Motion

To authorize the City Manager to execute Supplemental Agreement #3 with Stantec Consulting Services, Inc. in accordance with the terms and conditions of the Master Agreement titled, "City of Durham, North Carolina Master Agreement for Transportation On-Call Services between the City and Stantec Consulting Services, Inc." dated April 1, 2022, in the amount of \$498,500.

Background

The Transportation Department issued a Request for Interest (RFI) to the Professional Services On-Call list on July 22, 2024 for the two-way conversion design. Transportation received 10 proposals. The RFI outlines the parameters and tasks for a particular scope of work, and vendors from the On-Call who are interested submit a proposal package with their qualifications. After proposals are received, the City uses a selection committee to determine the most-qualified firm, and that firm is then awarded the scope of work through a Supplemental Agreement (SA).

A five-person committee – consisting of staff from City Transportation and Public Works – reviewed the proposals before meeting on October 14, 2024. It was unanimously decided that Stantec was the preferred firm for this design.

Stantec will provide engineering services to begin the design of converting Roxboro Street and Mangum Street to two-way roadways, to the 25% concept level design. Duties will involve project administration, surveys, traffic analysis, development of conceptual designs, public engagement, and roadway design.

The fee for these services is a not-to-exceed total of \$498,500.00. This project will be 100% locally-funded with funds appropriated during the FY25 CIP process.

Issues and Analysis

Project Timeline: This project is expected to begin this calendar year once the Supplemental Agreement between the City and Stantec is executed. It is expected to take 12 months and conclude in the spring of 2026. Stakeholder engagement will be part of this project.

Alternatives

The Durham City Council could decide to:

- Approve the recommended Supplemental Agreement; or,
- Send the item back to staff for further review; or,
- Not approve the Supplemental Agreement.

Financial Impact

Funding for this project is available in the following account:

Fund	Organization Code	Object Code	Project Code	Amount
PE/Design	3000L000	731002	LC532	\$498,500.00

Equal Business Opportunity Summary

The Underutilized Business Compliance Division of Finance reviewed the proposal submitted by Stantec Consulting Services, Inc. and determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City of Durham Contracting. The goals for this effort were set at 8% MBE participation and 6% WBE participation, however, because of budgetary constraints for the project, the Transportation Department had to reduce the scope of work down to one-third of what was originally budgeted for this project. Due to the budget reduction, tasks that the sub-consultants were originally assigned to were reduced or eliminated. Stantec will have 4% MBE participation.

Contractor Workforce Diversity & Hiring Practices

According to the contractor’s response to the “Contractor Workforce Diversity Questionnaire,” the contractor is a large employer consisting of mostly professional/skilled workers. The contractor believes it has a diverse workforce because it recruits in the local Durham area, utilizes women- and minority-focused LinkedIn groups and other professional groups, regularly recruits from HBCUs, and attends minority-focused career fairs. The contractor listed many examples it makes to have a more diverse workforce.

Part A – Employee Diversity Breakdown Table for Primary Location

Employment Category	Total Emp.	Total Male	Total Female	Males					Females				
				White	Black	Hispanic	Asian/PI	Ind. or AK Nat.	White	Black	Hispanic	Asian/PI	Ind. or AK Nat.
Project Manager	1585	1199	386	1079	14	48	58	0	340	4	26	15	1
Professional	5457	3630	1827	2921	87	311	303	8	1418	53	163	185	8
Labor	18	17	1	17	0	0	0	0	1	0	0	0	0
Clerical	342	36	306	24	1	9	2	0	228	23	37	18	0
Totals	7402	4882	2520	4041	102	368	363	8	1987	80	226	218	9

Part B – Employee Diversity Breakdown Table for Consolidated Company

Employment Category	Total Emp.	Total Male	Total Female	Males					Females				
				White	Black	Hispanic	Asian/PI	Ind. or AK Nat.	White	Black	Hispanic	Asian/PI	Ind. or AK Nat.
Project Manager	1585	1199	386	1079	14	48	58	0	340	4	26	15	1
Professional	5457	3630	1827	2921	87	311	303	8	1418	53	163	185	8
Labor	18	17	1	17	0	0	0	0	1	0	0	0	0
Clerical	342	36	306	24	1	9	2	0	228	23	37	18	0
Totals	7402	4882	2520	4041	102	368	363	8	1987	80	226	218	9

Attachments

1. Supplemental Agreement #3 to City of Durham North Carolina Master Agreement for Transportation Engineering On-Call Services Between the City and Stantec Consulting Services, Inc.
2. Exhibit A - Scope of Work SA #3 to MA #18919
3. Exhibit B - Fee Breakdown and Rate Schedule SA #3 to MA #18919