



Memorandum

To: City Council
From: Travis Cossey
Re: Third Party Architect Bid Award
Date: November 9, 2016

Staff is seeking to obtain Council approval to award bid approval to retain the services of three Missouri Registered Architects for the purpose of commercial plan review. The City is currently under contract with two firms, Torgerson Design Partners and Burns Associates for our commercial plan review. The contract was provided for a three year term beginning in October of 2013. With the initial contract period ending, a new RFP was provided. Three firms responded to the RFP, Torgerson Design Partners, Burns Associates and Insight Design Architects.

The City utilizes the services of this third party consultant to review commercial plans on behalf of the City. When a set of commercial construction plans are received, the plans are sent to a third party architect to review the plans for compliance with City adopted building codes on behalf of the City. We use a rotation for distribution of the plans to the contracted firms with every other set going to each of the two firms. The fees charged for that review are then reimbursed by the applicant upon approval of the building permit prior to beginning construction.

Staff is recommending approval to accept all three firms that responded to the RFP. The contract period will be three years with an additional two year option for a total of five years. We are currently under contract with Torgerson and Burns with great success. Adding Insight Design Architects to our current rotation will add additional resources that staff can utilize for timely review of submitted plans.