

Information for Town Council Meeting on November 12, 2019

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving the Extension of RFP No. 2017-18, Historic Preservation Consulting Services to Murphy Stillings for FY20 in the Amount of \$60,000, **Resolution No. 134-2019**

DATE: 31 October 2019

STAFF RECOMMENDATION

Staff recommends Town Council approval of the Extension of RFP No. 2017-18, Historic Preservation Consulting Services to Murphy Stillings for FY20 in the Amount of \$60,000, **Resolution No. 134-2019**.

SUMMARY EXPLANATION/BACKGROUND

Purchasing issued RFP No. 2017-18 for Historic Preservation Consulting Services in May 2017. The recommendation for the award was made in July 2017 to Murphy Stillings in the amount of \$56,000 for FY18 which was under the award authority of the Town Manager. The requested amount for FY20 is \$60,000 which combined with the award made in FY18 now exceeds the Town Manager's Award Authority.

Since the RFP had language for a contract period of up to five years, it is the intent to award for FY20 and resolicit a new RFP in the coming year, depending on operational requirements.

FISCAL IMPACT/FUNDING SOURCE

The funding will for this program is from the Planning, Zoning, and Building Department Operational Budget.

USER DEPARTMENT CONCURRENCE

Planning, Zoning, and Building is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and

that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
 Joshua Martin, Director, Planning, Zoning, and Building Department
 Duke Basha, Assistant Purchasing Manager