



Seguin Police Department

350 N. Guadalupe Street
Seguin, Texas 78155

Phone: (830) 379-2123
Fax: (830) 401-2379



MEMORANDUM Admin 14-008

To: City of Seguin City Council
Mr. Doug Faseler, City Manager

From: Kevin K. Kelso, Chief of Police

Reference: Contract Negotiation of Architectural Firm

Date: April 25, 2014

On March 25, 2014, proposals were opened for architectural services for a new Animal Services facility. There were eleven proposals received. Following review of the proposals by Twila Wood, Purchasing Manager, three proposals were eliminated from consideration due to them not meeting our Request for Qualifications (RFQ).

The remaining eight proposals were then reviewed by myself, Deputy Chief Wade Goolsby, Captain Maureen Watson, and Animal Services Supervisor Leah Lewis. Proposals were numerically rated by each committee member based on the following criteria:

General Quality and Adequacy of Response (30%)
Organization, Personnel, and Experience (70%)

The committee met with Twila Wood, Purchasing Manager, to tabulate the ratings and make a selection of the top rated firms. Based on the ratings, three proposals scored well above the others. The firms selected to participate in Part 2 (oral presentations/interviews) of the selection process were: Quorum, Jackson and Ryan Architects, and Pro-Forma Architecture/Animal Arts.

Interviews with these firms were conducted on April 23 and April 24, 2014, by the committee, along with Councilwoman Donna Dodgen, Animal Services Advisory Board. After careful consideration, staff is recommending that City Council approve Quorum for the architectural design and needs assessment for a new Animal Services facility. Attached is a copy of their qualifications. I respectfully request your approval of the attached resolution authorizing the City Manager to negotiate a contract with Quorum.

O.U.R. S.P.D.

Order, Understanding, Respect, Service, Pride, Dedication