




MEMORANDUM

TO: Rosie Truelove, Capital Contracting Officer

FROM: Sara L. Hensley, CPRP, Director, Austin Parks and Recreation Department 

DATE: July 28, 2016

SUBJECT: Exemption from Professional Services Solicitation for Contract with CasaBella Architects for Design Work at Emma S. Barrientos Mexican American Cultural Center

The Parks and Recreation Department (PARD) requests that the proposed contract with CasaBella Architects for design and master planning services for the Emma S. Barrientos Mexican American Cultural Center (ESB MACC) be exempt from the city's professional services solicitation requirements due to the consultant's demonstrated expertise, experience and in depth knowledge of the ESB MACC's planning history, design and community engagement.

CasaBella Architects were selected as the lead firm through an open Request for Qualifications solicitation in the development of the original ESB MACC master plan in 2000. Further, the firm oversaw design and construction of Phase I of the ESB MACC, which was completed in 2007. PARD finds that due to the firm's long-time experience and expertise with the site and community as well as demonstrated competence and qualifications, CasaBella Architects is the most qualified provider to develop a new master plan for the ESB MACC.

Approval of a professional service contract with CasaBella Architects, in an amount not to exceed \$360,000 will be requested from City Council, pending approval of this exemption request. The contract with CasaBella Architects will be for design services for the ESB MACC Master Plan, including design development for two parcels of parkland recently added to the ESB MACC campus. PARD appreciates consideration of this request. If you have any questions, please do not hesitate to contact me.


Sara Hensley, CPRP, Director, Parks and Recreation Dept.

8-2-16
Date

Please sign below to approve PARD directly contracting with CasaBella Architects, waiving the city's professional services solicitation requirements.


Rosie Truelove, Officer, Capital Contracting Office

8-12-16
Date


Bert Lumberras, Assistant City Manager, Community Services

8/03/16
Date


Elaine Hart, Chief Financial Officer

8/24/16
Date

Rolando
Fernandez

Directions for Completing

Capital Contracting Office Certification of Exemption Form

(The following steps must be completed prior to forwarding form to Capital Contracting Office)

1. Enter date of request in MM/DD/YYYY format
2. Enter Department requesting exemption
3. Enter Originator of certification
4. Enter phone number of Originator
5. Select one of the exemptions that apply to this procurement
6. Complete the Exemption Form providing any additional information required for the chosen exemption
7. Enter Vendor's Company Name
8. Enter Total Aggregate Amount
9. Obtain signature of:
 - Person requesting exemption (Originator)
 - Department Director or designee
 - Assistant City Manager or designee (for all other exemptions where the purchase > \$50,000)
10. Forward completed form to Capital Contracting Office:
 - Contract Relations Division Manager reviews and signs document
 - Capital Contracting Office Director or designee (only required if purchase > \$50,000)

4. Please attach any documentation that supports this exemption.
5. Please provide any evaluation conducted (qualifications-based selection process) to support the recommendation. Include the efforts taken to ensure the selected vendor is responsible and will provide the best value to the City (Ex: evaluation of other firms, knowledge of market, etc).

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6. Because the above facts and documentation support the requested exemption, the City of Austin intends to contract with Jaime Beaman Aia Inc / Casabella Architects which will cost approximately \$ 300,000 plus a contingency of \$60,000 for a total contract amount not to exceed \$ \$360,000 (Provide estimate and/or breakdown of cost).

Recommended
Certification

Kim McInnis 7/28/16
Originator Date

Approved
Certification

Shirley 8-2-16
Department Director or designee Date

[Signature] 08/03/16
Assistant City Manager /or designee Date

Capital Contracting Office

Edward Canipe 8/11/16
Contract Relations Division Manager Date

Exemption Authorized
(if applicable)

[Signature] 8/12/16
Capital Contracting Office Director or
designee Date

3/13/15