City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** August 6, 2025

2. **Primary contact person and Department requesting agenda item:**
   Walter Ear, Interim Capital Management Director, and Jill Weissman, Project Manager

3. **Requested Council meeting date:** September 9, 2025

4. **Subject:** Design Contract - London Road Sidewalk Improvements

5. **Action Requested:** Adoption of a resolution authorizing the City Manager to enter into a contract with NV5, Inc. in the amount of $265,763, for design and engineering services required for London Road Sidewalk Design; and further authorizing the City Manager to execute any change orders that may arise during the project up to the contingency amount of 10% ($26,577).

6. **Note if time sensitive, and why:** N/A

7. **Potential fiscal impact(s) - if known by staff at time of request:** Funding for this contract was previously budgeted and is available in the GO Bond Fund. The proposed contract for this project, including contingency, totals $292,340.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE):**
   - Staff performed outreach to minority and women owned businesses through solicitation processes using the NC electronic Vendor Portal (eVP)

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

10. **Identify key issues:**
    - London Road Sidewalks are part of the 2024 Transportation Bond funded sidewalk improvements.
    - On April 11th, 2025, staff posted a Request for Qualifications (298-CP25-LondSidewalk.RFQ) for this project soliciting statements of qualifications from interested design firms for full design services.
    - Ten (10) statements of qualifications were received from different design teams.
    - A four (4) member selection committee evaluated and ranked the statements of qualifications and interviewed two firms.
    - NV5 was selected as the most qualified firm based on the criteria listed in the RFQ.
    - The schedule of this project design phase is expected to last through Fall 2026.

London Road Sidewalk Improvements

(Approx. 0.4 miles of new sidewalk and drainage along London Road, from its intersection with Sweeten Creek to its intersection with Belvedere Road.)

