

**FORSYTH COUNTY**  
**BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

MEETING DATE: MARCH 4, 2021 AGENDA ITEM NUMBER: 9

**SUBJECT: RESOLUTION SELECTING AN ARCHITECTURAL FIRM AND AUTHORIZING EXECUTION OF A CONTRACT TO PROVIDE PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE TANGLEWOOD CLUBHOUSE PROJECT (GENERAL SERVICES DEPARTMENT)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY MANAGER

**RESOLUTION SELECTING AN ARCHITECTURAL FIRM AND  
AUTHORIZING EXECUTION OF A CONTRACT TO PROVIDE  
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR  
THE TANGLEWOOD CLUBHOUSE PROJECT  
(GENERAL SERVICES DEPARTMENT)**

**WHEREAS** Forsyth County staff announced the County's requirements for architectural and engineering services for the Tanglewood Clubhouse project consistent with the provisions of N.C.G.S. 143-64.31;

**WHEREAS** Forsyth County staff submitted a Request for Qualifications in order to identify qualified firms to provide architectural and engineering services on the basis of demonstrated competence and qualification to provide these professional services without regard to a fee pursuant to N.C.G.S. 143-64.31, and the County's efforts to identify qualified firms included the use of good faith efforts to notify minority firms of the opportunity to submit qualifications for consideration;

**WHEREAS** Forsyth County received fourteen responses to the Request for Qualifications and County management formed a selection committee, which included Parks and Recreation, Manager's Office and General Services staff, to review and evaluate the submittals;

**WHEREAS** the selection committee ultimately identified Stitch Design + Development, PLLC dba Stitch Design Shop and its proposed team of consultants as the best qualified firm/team to provide professional architectural and engineering services for the Tanglewood Clubhouse project; and

**WHEREAS** it is anticipated that the project budget will be \$7 million, and Forsyth County staff negotiated a contract with Stitch Design + Development, PLLC dba Stitch Design Shop for architectural and engineering services at a fair and reasonable fee not to exceed \$450,000 for professional services including programming, conceptual design, schematic design, design development documents, construction documents, and construction administration phase services along with reimbursables, allowances, and additional services as authorized by N.C.G.S. 143-64.31, subject to approval by the Forsyth County Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED**, that the Forsyth County Board of Commissioners hereby selects Stitch Design + Development, PLLC dba Stitch Design Shop to provide architectural and engineering services as outlined herein for the Tanglewood Clubhouse project; and hereby authorizes the County Manager and the Clerk to the Board to execute a contract, on behalf of Forsyth County, with Stitch Design + Development, PLLC dba Stitch Design Shop for architectural and engineering services, at a negotiated amount not to exceed a lump sum fee of \$450,000 for professional services including programming, conceptual design, schematic design, design development documents, construction documents, and construction administration phase services along with reimbursables, allowances and additional services as authorized by N.C.G.S. 143-64.31, subject to a pre-audit certificate thereon by the County Chief Financial Officer, and approval as to form and legality by the County Attorney.

Adopted this the 4<sup>th</sup> day of March 2021.