

RESOLUTION NO. 003-21

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE, ON BEHALF OF THE TOWN OF HIGHLAND PARK, PROFESSIONAL SERVICES CONTRACTS FOR ARCHITECTURAL SERVICES.

WHEREAS, professional services agreements are an effective way to retain consultants to ensure projects are delivered in a timely and cost-effective manner; and

WHEREAS, on October 6, 2020 the Town of Highland Park ("Town") published a Request for Qualifications ("RFQ") inviting interested architectural firms to submit a letter of interest along with their qualifications for architectural services; and

WHEREAS, on October 30, 2020, the Town received a total of four (4) interested firms, of which all four (4) met the technical requirements for submission; and

WHEREAS, a selection committee consisting of staff from three different departments evaluated all four (4) firms, narrowing the approved list down to two (2) firms; and

WHEREAS, the firm, Armstrong-Berger Landscape Architects was selected as the most qualified firm to provide professional consulting services for architecture; and

WHEREAS, the selection of these firms was in full compliance with State law; and

WHEREAS, all prerequisites for the approval of this resolution have been met, including but not limited to the Open Meetings Act and Chapter 252 of the Local Government Code; and

WHEREAS, the Town Council deems the approval of this resolution to be in the best interest of the health, safety, and welfare of the public;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK:

Section 1. That, all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

Section 2. That, the Town Administrator is hereby authorized, on behalf of the Town, to execute Professional Services Agreement contracts with Armstrong-Berger Landscape for architectural services for the five-year primary term, and for three (3) optional one-year renewal terms, with the understanding that services will be provided on an as-needed basis, with no guarantee of any level of effort from an individual firm. Nothing in this resolution precludes or restricts the Town's ability to engage and contract with other architectural firms. All expenditures for such contracts shall be from the Town Council-approved and budgeted funds.

Section 3. That, the Town Administrator is authorized to execute such contracts for projects identified throughout the year including those not specifically identified in the Capital Improvement Plan ("CIP"). Contracts in excess of \$50,000 will be presented to the Town Council for approval. In rare cases where a contract is needed on an accelerated schedule, which is in the best interest of the public, the Town Administrator is authorized to sign such contract on behalf of the Town, provided that the Town Administrator will notify the Town Council in writing and will present the item for ratification at the next available Town Council meeting.

Section 4. That, this resolution shall take effect from and after its passage in accordance with the provisions of the Charter of the Town of Highland Park, Texas.

PASSED AND APPROVED by the Town Council of the Town of Highland Park on this 2<sup>nd</sup> day of February, 2021.

APPROVED AS TO FORM:



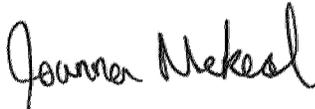
Matthew Boyle  
Town Attorney

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary