

# Mayor and Council Communication

**M&C FILE NUMBER: M&C 25-0844**

SUBJECT

**RECOMMENDATION:**

**DISCUSSION:**

An evaluation panel, made up of staff from the Library and Property Management Department, reviewed and scored the submittals using Best Value criteria. Scores were averaged for each of the criteria and the top four Proposers were invited for interviews. Final scores are shown in the table below.

Proposer	Evaluation Factors				Total
	a	b	c	d	
Berry, Dunn, McNeil & Parker, LLC	15.00	27.00	32.67	15.33	90.00
LibraryIQ	14.17	20.00	25.67	15.33	75.17
Lord Cultural Resources	10.63	12.00	15.17	14.67	52.47
Baker Tilly Advisory Group, LP	9.53	10.00	12.83	8.00	40.36

- a. Cost
- b. Approach to Perform Services
- c. Ability to meet the City's needs

d. Qualifications and Experience

After completing the evaluation, the panel concluded that Berry, Dunn, McNeil & Parker, LLC offered the best value to the City. As a result, the panel recommends that City Council authorize an agreement with Berry, Dunn, McNeil & Parker, LLC. No guarantee was made that a specific amount of these services would be purchased and Staff certifies that the recommended vendor's proposal meets all required specifications.

FUNDING: The maximum annual amount allowed under this agreement will be \$350,000.00; however, the actual amount used will be based on the needs of the department and available budget. Funding is budgeted in Other Contractual Services account within the General Fund for the Library Department.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval this agreement shall begin upon execution and expire one year from that date.

This project will serve ALL COUNCIL DISTRICTS.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of the contract. Prior to any expenditure being incurred, the Library Department has the responsibility to validate the availability of funds.

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