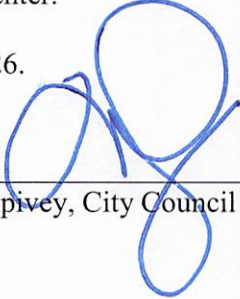


Resolution 2026-R-116

A Resolution authorizing an agreement with Williams Blackstock Architects for Furniture, Fixtures and Equipment Design and Procurement Services at the Irondale Civic Center

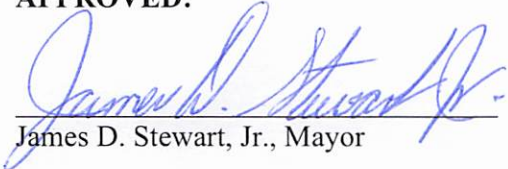
THEREFORE BE IT RESOLVED, by the City Council of the City of Irondale, Alabama, in regular meeting duly assembled, a quorum being present, that Mayor James D. Stewart, Jr., or his designee, is hereby authorized to execute an agreement with Williams Blackstock Architects (in substantially the form attached hereto as Exhibit 1) in an amount not to exceed Sixty-Four Thousand and 00/100 Dollars (\$64,000.00) for furniture, fixtures and equipment design and procurement services at the Irondale Civic Center.

ADOPTED AND APPROVED: This 20th day of May, 2026.



David Spivey, City Council President

APPROVED:



James D. Stewart, Jr., Mayor

ATTESTED:



Leigh Ann Allison, City Clerk

CERTIFICATION

I, Leigh Ann Allison, the City Clerk of the City of Irondale, Alabama, hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on May 20, 2026, as the same appears in the minutes of record of said meeting.



Leigh Ann Allison, City Clerk

Exhibit 1

April 28, 2026

Mayor James Stewart
City of Irondale
101 20th Street South
Irondale, Alabama 35210

Re: Irondale Civic Center
Furniture, Fixtures & Equipment (FF&E) Design & Procurement Services

Dear Mayor Stewart:

Thank you for the continued opportunity to serve the City of Irondale. As Architect of Record for the Irondale Civic Center, Williams Blackstock Architects (WBA) is pleased to submit this proposal for Furniture, Fixtures, and Equipment (FF&E) Design and Procurement Services.

The process outlined below is structured to be both competitive and straightforward — combining qualitative and quantitative selection criteria, while limiting the up-front effort required of furniture vendors so that the City benefits from broad participation. By requiring proposed selections to be available on State Contract, the process ensures competitive pricing and aligns with Alabama public-purchasing requirements.

We welcome the opportunity to discuss this proposal at your convenience.

1. Project Scope

The Irondale Civic Center is a renovation of the existing public facility being designed by WBA for the City of Irondale. The facility will house a mix of public-facing program areas and supporting back-of-house functions. The FF&E for this project will play a significant role in defining the character and image of the Civic Center and reinforcing the identity of the City of Irondale.

The goal is to procure furniture that delivers the best overall value — balancing initial cost, long-term cost of ownership, durability, aesthetics, flexibility, and the user experience for both staff and the public.

Key Selection Criteria

- Cost (initial and total cost of ownership)
- Availability on State Contract or qualified cooperative purchasing programs
- Warranty and non-obsolescence
- Appropriate aesthetic for a civic facility
- Flexibility, ease of use, and ease of reconfiguration
- Ergonomics and ADA compliance
- Local service options and product availability
- Long-term purchase discounts and price-hold provisions

2. Process

This process provides a competitive method — both quantitative and qualitative — for selecting a Furniture Vendor whose products are available on State Contract, ensuring the City receives competitive pricing while still allowing the Owner to evaluate vendors on quality and service.

2.1 Scope Package

- **Initial Scope** — WBA will develop a furniture and equipment scope package that includes all necessary furniture, represented by potential selections that illustrate the overall character and image and that coordinate with and reinforce the building design. This package will be reviewed with the Owner to gather comments and make adjustments prior to soliciting Furniture Vendors.
- **Initial Budget** — This package will be used to develop an initial budget range for the Vendor RFP.

2.2 Solicitation & Selection

Part 1 — Furniture Vendor RFP

- WBA will develop an RFP using the Initial Scope package as a "basis of design" to solicit potential Furniture Vendors.
- As part of the RFP response, Vendors will:
 - Provide company profile, examples of similar projects, resumes, and client references for similar installations.
 - Develop initial proposed furniture selections for each component that complement the building design. This is initial pricing only and must fall within the available budget; the requirement for three pricing scenarios (described below) applies only to the selected Vendor after award.
 - Verify that the proposed selections meet the budget range and are available on State Contract to satisfy procurement requirements.
- WBA will review and assist the Owner in grading the submittals so the Owner can select up to three (3) vendors for in-person interviews.

Part 2 — Furniture Vendor Interviews & Selection

- WBA will organize in-person interviews with the shortlisted Vendors.
- Each interview will provide the opportunity for the Vendor to introduce itself to the Owner and present its products, ideas, process, and long-term service approach.
- The Owner will select the successful Vendor based on the qualitative and quantitative merits of the interview and initial product submission, with the understanding that the selected Vendor will be required to provide further pricing options after selection.

2.3 Vendor Furniture Development

- **Quality / Pricing Scenarios** — The selected Vendor will develop three different scenarios representing Good / Better / Best options available on State Contract for review and discussion with the Owner. The scenarios are intended to give the Owner the opportunity to mix and match quality and cost options to achieve the required budget while preserving multiple

selection paths. The Vendor is not required to develop multiple scenarios or fixed pricing until after award.

- **Coordination with Building Design** — The selected Vendor will work with WBA to review proposed furniture and confirm that selections fit with the building character and image.
- **Final Selection & Pricing** — After review and coordination with the Owner to confirm final selections, the Vendor will finalize pricing to ensure the budget is met.

2.4 Order, Delivery & Installation

- **Purchase Orders** — WBA will assist the City in finalizing purchase order(s) with the selected Vendor, confirming finishes, accessories, and any special features (drawers, files, locks, shelves, etc.) so the order is complete.
- **Shop Drawings & Submittals** — WBA will review and approve shop drawings and submittals provided by the Vendor to confirm coordination with building systems and dimensional accuracy.
- **Delivery Coordination** — WBA will coordinate delivery and installation timing with the General Contractor and Vendor to assure timely arrival and installation, and will coordinate data, phone, and power distribution with the building systems.
- **Installation Inspection & Punch List** — After installation, WBA will inspect all furniture for compliance with specifications and damage, and will produce an itemized punch list of any items requiring correction.
- **Pay Application Review** — WBA will review and approve pay applications related to furniture installation and delivery as needed.
- **Project Closeout** — WBA will confirm completion of punch list items and assemble closeout documentation, including warranties and as-installed furniture plans.

3. Schedule

The following milestones are anticipated. Specific dates will be coordinated with the construction schedule and confirmed at notice to proceed.

Milestone	Anticipated Duration
Phase 1 — Scope Package & Initial Budget	2 weeks from notice to proceed
Phase 2 — Solicitation & Selection (RFP + Interviews)	4–6 weeks
Phase 3 — Vendor Furniture Development (Good/Better/Best)	3–5 weeks
Phase 4 — Order, Delivery & Installation	Coordinated with construction substantial completion
Total FF&E Engagement	Approximately 6–7 months, dependent on construction schedule

Note: Furniture lead times typically range from 8–16 weeks after purchase order issuance. The schedule above assumes the City releases purchase orders to the selected Vendor no later than 14–16 weeks prior to the required installation date.

4. Compensation

We propose to provide the scope of basic services outlined above for a lump sum fee as outlined below. If the scope of services changes, we reserve the right to adjust the fee.

FF&E DESIGN AND PROCUREMENT SERVICES **\$64,000**

We propose to invoice for our services monthly based on percentage of work completed for each phase outlined above.

Hourly billing rates see Exhibit A (used for additional services and to establish the lump sum).

Reimbursable Expenses

The following are reimbursable in addition to the Lump Sum Fee, billed at cost without markup:

- Reproduction and printing costs for full-size mock-up boards or oversized prints
- Overnight courier and shipping of physical samples
- Travel and mileage beyond two (2) site visits to the Civic Center, at the IRS standard business rate

5. Additional Services

Services not included in the Lump Sum Fee will be performed only upon written authorization.

Anticipated additional services include:

Additional Service	Compensation
Multiple furniture packages (more than one selected vendor)	Hourly per Exhibit A
On-site designer for installation beyond 16 hours	Hourly per Exhibit A
3D renderings or visualizations beyond standard plans	Hourly per Exhibit A or fixed quote per view
Re-selection of furniture due to scope / program change	Hourly per Exhibit A
Re-selection of products after RFP release to vendors	Hourly per Exhibit A
Travel beyond two (2) site visits to Irondale	Reimbursable (mileage at IRS standard rate)

6. Exclusions

The following are not included in the Lump Sum Fee: IT and AV equipment specifications, kitchen and food-service equipment design, signage and wayfinding, artwork procurement and curation, security and access-control hardware, window treatments engineered as part of the building envelope, and demolition or moving services for any existing furniture.

7. Acceptance

Mayor Stewart, we appreciate the opportunity to provide you with this proposal. If after reviewing you find the terms acceptable, please sign below to indicate so, and we will formalize our agreement with a standard Owner-Architect agreement following execution of this proposal. We appreciate the

opportunity to be considered to provide these services and look forward to discussing the project in further detail at your earliest convenience. If you have any questions or concerns regarding this proposal, please don't hesitate to call.

Sincerely,

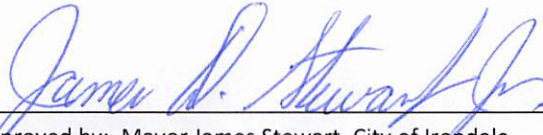


DEREK NEEDHAM, AIA

Williams Blackstock Architects

Enclosures: Exhibit A — Hourly Rates

Copy to: WBA Finance, WBA Marketing



Approved by: Mayor James Stewart, City of Irondale



Date

EXHIBIT A
2026 HOURLY RATES
WILLIAMS BLACKSTOCK ARCHITECTS

Position	Hourly Rate
Managing Principal	\$300.00
Principal	\$250.00
Senior Project Manager	\$220.00
Project Manager	\$195.00
Assistant Project Manager	\$180.00
Staff Architect / Interior Designer — Level 3	\$160.00
Staff Architect / Interior Designer — Level 2	\$140.00
Staff Architect / Interior Designer — Level 1	\$125.00
Senior Graphic Designer	\$165.00
Graphic Designer	\$150.00
Designer	\$135.00
Intern / Draftsman	\$80.00
Administrative Staff	\$65.00

Rates above are effective for the 2026 calendar year. Rates are subject to annual adjustment.