

STAFF REPORT



DATE: 7/30/24
TO: City Council
FROM: Ted Henry, City Manger
SUB: RFQ for Owners Representative Contract

BACKGROUND:

The City of Bel Aire was awarded BASE Grant funding for improvements to the Sunflower Commerce Park. The purpose of the amended grant award is to improve and enhance the reliability and service capabilities of critical infrastructure, supporting economic development efforts. Specifically, the City is in the process of expanding infrastructure service capabilities by constructing a Utilities and Public Works Facility within the Sunflower Commerce Park. This critical piece of infrastructure will house water and sewer materials and equipment, as well as added administrative space with increased cybersecurity measures.

DISCUSSION:

Bel Aire, as one of the fastest-growing communities in our region, faces challenges with limited staff resources and expertise in constructing public facilities. With impending grant deadlines approaching, we have issued a Request for Qualifications (RFQ) to engage an owner's representative who will oversee and ensure the successful completion of this project.

The RFQ was distributed to seven reputable firms, receiving responses from three experienced companies: Burns and McDonnell, PEC, and SEH, all of whom we have previously worked with.

A selection committee was formed to evaluate each proposal and score each firm based on several key areas: their knowledge of Bel Aire, experience with grant management, and ability to handle the project in-house. Additionally, we considered their expertise in public building projects, the experience of their project teams, and their proposed processes and approaches. We also valued their project management skills, particularly in owner representation, as well as their capabilities in staff reporting, financial tracking, and construction. Finally, the local presence of each firm was an important factor in our decision-making process.

Based on the committee's scoring matrix PEC had the best proposal, experience, and knowledge to represent the City. On July 16, 2024 Bel Aire City Council selected PEC as the ownership representative.

RECOMENDATION:

Staff met with PEC on July 23, 2024 to discuss terms of the agreement. Following thorough discussions, we reached a fair resolution. The agreement has been reviewed by Bel Aire's legal counsel and is now prepared for consideration by the City Council.

