

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	December 12, 2023
PROJECT:	Approval to Authorize Master Service Agreements with JK Tiller Associates, Inc., Witmer Jones Keefer, Ltd., and Wood + Partners for As Needed Planning and Design Consulting Services (Fiscal Impact – Not to Exceed Individual Project Budget Amounts)
PROJECT MANAGER:	Patrick Rooney, Capital Improvement Program Manager

REQUEST: Town Staff requests Town Council to authorize the Town Manager to execute Master Service Agreements (MSA) with JK Tiller Associates, Inc., Witmer Jones Keefer, Ltd., and Wood + Partners to provide As-Needed Planning and Design Services for the Capital Improvement Program. The selection of multiple firms provides the Town with a broader selection of planning and design capabilities, allows staff the flexibility to negotiate fees and schedules, and will save time in procuring future planning and design services to support the Capital Improvement Program (CIP).

While Town Council will continue to approve any individual contracts over \$100,000.00, Staff is requesting authorization to allow for the total expenditures from these MSA's to exceed the combined aggregate threshold of \$100,000.00 for multiple projects during the life of the Agreement, which could be extended up to a total of four (4) years.

BACKGROUND: The Town of Bluffton utilizes planning and design consulting firms to prepare master plans and site planning, preliminary and final design, permitting, construction documents, construction administration, and other related professional design services to assist with the implementation of several CIP projects throughout the year. The previous Planning and Design Master Services Agreements were extended to the maximum term permissible and have recently expired. As required by the Town Procurement Policy, the Town of Bluffton posted a new solicitation on September 11, 2023, and received a total of twelve (12) responses to a Request for Qualifications (RFQu) for As Needed Planning and Design Consulting Services.

The submittals were reviewed by a three-member Evaluation Committee to determine the highest ranked firms meeting the evaluation criteria outlined in the RFQu. The results of the six highest rated firms are attached herein (Attachment 2). With Town Council approval, the three (3) highest rated firms are recommended to be presented with MSA's for execution (Attachment 3).

The CIP is evaluated each year during the Annual Strategic Planning and Budget approval process. Implementation of these Agreements would be consistent with the following Strategic Focus Areas and Guiding Principles adopted with the current Strategic Plan and Budget.

- Infrastructure: Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.
- Community Quality of Life: Support initiatives and evaluate community policies, programs gathering spaces and events that promote healthy and quality lifestyles for our diverse citizenry.
- May River and Surrounding Rivers and Watersheds: Support initiatives to improve water quality of the May, Okatie, Colleton and New Rivers and their watersheds.

NEXT STEPS:

Upon Town Council approval, the Town Manager will execute MSA's with the firms listed above and will begin individual Task Authorizations for planning and design services related to Town Council approved CIP projects.

ATTACHMENTS:

1. Presentation
2. Evaluation Committee Scoring Sheet
3. Sample Agreement
4. Proposed Motion