



**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)**

Presentation to Town Council

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Department of Projects & Watershed Resilience

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Background



- The previous Master Service Agreements (MSA) for As-Needed Planning and Design Services were extended to their maximum term and have recently expired.
- These MSA's provide the Capital Improvements Program (CIP) with master planning, site planning, construction documents, construction administration and related services to assist with the implementation of various CIP projects throughout the year.
- To re-establish these MSA's, a request for Qualifications (RFQu) was posted on September 11, 2023 and twelve (12) submittals were received and evaluated.



Recommendation:

- Staff evaluated the submittals based on the review criteria listed in the RFQu and recommend executing MSA's with the following firms:
 - JK Tiller Associates, Inc.
 - Witmer Jones Keefer, Ltd.
 - Wood + Partners
- While the aggregate payment for each firm may exceed \$100,000.00 over the span of the contract term (up to 5 years), services provided for each project will not exceed the approved budgeted amount, and any individual task authorization over \$100,000.00 will be presented to Town Council for review and approval.



Next Steps

- Following Town Council approval of this request, the Town Manager will execute MSA's with the approved firms.
- Upon execution of MSA's, staff will initiate individual task authorizations for As-Needed Planning and Design services.



QUESTIONS & **DISCUSSION**



Proposed Motion

“I move to **approve** authorizing the Town Manager to enter into Master Service Agreements with JK Tiller Associates, Inc., Witmer Jones Keefer, Ltd., and Wood + Partners for As-Needed Planning and Design Services. Town Council understands that these MSA’s could be extended for an additional four years and the combined aggregate amount for these MSA’s may exceed \$100,000.00 during the life of the Agreements.”