



# City of Dripping Springs

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## Agenda Item Report from: [TIRZ Project Manager / Keenan Smith](#)

<b>TIRZ Board Meeting Date:</b>	August 9, 2021
<b>Agenda Item Wording:</b>	Old Fitzhugh Road Project- RFQ for Plans, Specifications and Estimates "For Information, Discussion and Possible Action"
<b>Agenda Item Requestor:</b>	TIRZ Project Manager – Keenan Smith
<b>Board Member Sponsor:</b>	Chair- Dave Edwards
<b>Summary/Background:</b> TIRZ FY'22 Budget included a funding allocation to advance the Old Fitzhugh Road (OFR) Project from Concept Plan into the Engineering Phase.  This proposed engineering work (Plans, Specifications & Estimates or "PSE's") would reinitiate forward progress on the project and make it more "Shovel Ready." The work will serve to improve Grant Funding prospects, while also providing Grant funding "match" rationale, and potentially attracting additional funding sources.  A Draft Scope of Work for the OFR PSE's was presented at the TIRZ Board in the July 12 TIRZ Board Meeting.  Subsequently, the TIRZ Project Manager and City Attorney, working in consultation with the City's Public Works Coordinator and City Engineer, has finalized and issued a Request for Proposals for the OFR PSE's Phase Services.  The RFQ process and timeline is summarized here:  <ul style="list-style-type: none"><li>• <b>August 5:</b> RFQ Issued, Posted to City Website, Invitations sent</li><li>• <b>August 27:</b> Statements of Qualification (SOQ's) Due from Firms</li><li>• September 15: Complete Review &amp; Evaluation of SOQ's (Staff, Committee) 2-3 weeks</li><li>• <b>September 20:</b> Qualified Firm Recommendation to TIRZ Board (Special Meeting or via e-mail)</li><li>• <b>September 21:</b> Qualified Firm Recommendation to City Council for Approval</li><li>• October 13: Negotiations &amp; Prep of PSA (Staff &amp; Qualified Firm) 3-4 weeks</li><li>• <b>October 18:</b> PSA Recommendation to TIRZ Board (verify Regular meeting date or via e-mail)</li><li>• <b>October 19:</b> PSA to City Council for Approval</li><li>• <b>November 2:</b> PSA Executed &amp; Notice to Proceed (Staff and Selected Firm) 2 weeks</li></ul> <b>Respectfully Submitted:</b>  Keenan E. Smith, AIA TIRZ Project Manager  August 5, 2021 / 1305 hrs.	