

## Staff Report

**Subject:** Renewal of the Indefinite Delivery Contract (IDC) for Engineering and Architectural Services for one (1) year

**Author:** Alison Bruton, Purchasing Agent

**Department:** County Manager

**Meeting Date:** March 21, 2023

**Item Description:** Renewal of the Indefinite Delivery Contract (IDC) for Engineering and Architectural Services for one (1) year with WK Dickson

### Summary Recommendation:

Throughout the year, the County will advertise and select professional design consultants to provide services to the County. These services vary from roadway, water and sewer, building, and site design, transportation, utility, and road planning documents, small scale / short timeline repairs and renovations, etc. The time need to properly prepare an Request for Qualification, advertise for responses, reviewing Statements of Qualifications, awarding contracts and negotiating fees can be extensive and has the potential to delay needed project several months. The IDC process is needed to pre-qualify teams and individual firms and establish negotiated rates under a master service agreement. Once each firm is under contract, requesting a scope of service and man-hour estimate would take only a day or two instead of the traditional 90+ days.

### Executive Summary/Background:

- The County prepared a RFQ for firms to submit qualifications and hourly fees for 12 different service areas and received 20 submittals. A selection committee consisting of the Purchasing Agent, County Engineer, EOM Engineering Consultant, and the County Manager reviewed and ranked the teams and firms in each of the 12 service areas. See attached summary.
- These contracts were approved by the Board of Commissioners in April of 2021, and staff is requesting renewal for another year.
- While utilizing these agreements, staff has been able to expedite multiple projects with a shortened bidding process saving the county both time and money.

### Alternatives for Commission to Consider

- 1 – Approve the Renewal of the Indefinite Delivery Contract (IDC) for Engineering and Architectural Services for one (1) year with WK Dickson
- 2 – Take no action

**Recommended Alternative:** Alternative 1

**Other Alternatives:** N/A

**Department Review:** County Engineering; County Attorney

**Funding Source:** N/A (Master Service Agreements have no funding. Each Task Order authorized under the MSA will have dedicated funding associated with the project.)

**Attachments:** 1. Amendment for WK Dickson