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## CITY COUNCIL STAFF REPORT

### CITY OF FAIR OAKS RANCH, TEXAS

February 3, 2022

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AGENDA TOPIC: Consideration and possible action authorizing the City Manager to sign Professional Service Agreements for On-Call Engineering Services in support of Roadway CIP, Drainage CIP, Water, Wastewater and Reuse CIP, and general civil engineering projects

DATE: February 3, 2022

DEPARTMENT: Public Works Department

PRESENTED BY: Clayton Hoelscher, Procurement Manager  
Grant Watanabe, P.E., Director of Public Works & Engineering Services

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#### **INTRODUCTION/BACKGROUND:**

The City of Fair Oaks Ranch is seeking consulting firms to provide on-call engineering services to support various utility and infrastructure projects for the next several years. These projects include those identified in approved Capital Improvement Plans (CIP) and other engineering assignments. To support this, the City issued a Request for Qualifications for On-Call Engineering Services in November 2021. Consultants had the option to be considered for any or all of the following categories: Roadway CIP, Drainage CIP, Water and Wastewater CIP, and General Civil Engineering. The City received the following number of submittals for each category:

<b>Roadway CIP:</b>	<b>Drainage CIP:</b>	<b>Water, Wastewater and Reuse CIP:</b>	<b>General Civil Engineering:</b>
<b>14</b>	<b>16</b>	<b>13</b>	<b>17</b>

In each category, consultants were scored, ranked and selected based on the following criteria published in the RFQ:

- Team Qualifications and Experience (25 points)
- Project Manager Experience (25 points)
- Project Approach and Work Plan (30 points)
- Quality Control/Quality Assurance (10 points)
- Overall Proposal Quality (10 points)

After evaluation, the City selected a number of top-ranked consultants in each category based on the expected engineering workload associated with that category. The largest number of consultants (5 total) were selected for the Water, Wastewater and Reuse CIP category since that category potentially represents 24 projects valued at \$46.2M. A lesser number of consultants were selected for the Roadway CIP (represents 8 projects valued at \$17.4M) and Drainage CIP (represents 22 projects valued at \$6.2M) categories. The General Civil Engineering category will

cover additional projects that may come up over the course of the contract term. By executing agreements with these firms, the City establishes a preauthorized list of firms for each category which will allow the City to execute more efficiently. The following firms were selected in each category:

Roadway CIP	Drainage CIP	Water,Wastewater and Reuse CIP	General Civil Engineering
<ul style="list-style-type: none"><li>• Ardurra</li><li>• CDS Muery</li><li>• CP&amp;Y</li><li>• Pape Dawson</li></ul>	<ul style="list-style-type: none"><li>• Halff Associates</li><li>• CP&amp;Y</li><li>• Ardurra</li><li>• Pape Dawson</li></ul>	<ul style="list-style-type: none"><li>• Pape Dawson</li><li>• Weston Solutions</li><li>• Kimley-Horn</li><li>• Ardurra</li><li>• Freese and Nichols</li></ul>	<ul style="list-style-type: none"><li>• Pape Dawson</li><li>• RPS</li><li>• Halff Associates</li></ul>

A contract mirroring the standardized Professional Services Agreement following this consideration page will be executed for each consultant. Hourly rates for each consultant have been determined to be fair and reasonable and will be included in each individual PSA upon award.

Executing these on-call agreements does not guarantee any compensation to the consultants. Compensation will be defined in specific future work authorizations executed throughout the duration of the agreements. These projects would be approved by City Council in the fiscal year budget and executing work authorizations would not require additional City Council approval. City Council approval would be required for projects that were not included in the fiscal year budget before a work authorization is issued.

#### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Strategic Action Plan items for Responsible Growth Management and Reliable and Sustainable Infrastructure.
- Having multiple qualified firms under contract will allow the City to quickly negotiate and execute proposals for future design work for the next 4 years.
- Complies with Texas Professional Services Procurement Act guidelines.

#### **LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

Executing these on-call agreements does not guarantee any compensation to the selected consultants, nor do they obligate the city in any way. These agreements serve as a vehicle for executing projects approved as part of the normal budget process.

#### **LEGAL ANALYSIS:**

Consultant will be required to sign and adhere to the City's Standard Professional Service Agreement prior to the commencement of work.

#### **RECOMMENDATION/PROPOSED MOTION:**

I move to authorize the City Manager to sign Professional Services Agreements with the selected consultants and for future work authorizations to be issued utilizing these agreements provided work authorizations are for approved projects included in our annual budgets.