

Public Works  
**STAFF REPORT**



**SUBJECT:** 2021 TxCDBG – Main Street Program – Engineering Firm Selection  
**MEETING:** Public Works Committee Meeting - 16 Feb 2021  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff recommends award of a contract to Freese and Nichols, Inc. for the design engineering services for the 2021-2022 TxCDBG – Main Street Program application.

**BACKGROUND:**

- Program:

The Main Street Revitalization program, administered under the Texas Department of Agriculture, provides infrastructure improvements to address the conditions that contribute to the deterioration in an area designated as slum or blighted in the applicant community's downtown or main street area.

- Eligible Applicants:

Eligible applicants for the Main Street revitalization program must be an incorporated municipality with a designation as an official Texas Historical Commission Main Street City prior to applying to TxCDBG and must remain a participating city for the duration of the award/contract.

Program award amounts range from \$50,000 to \$350,000 and the application deadline is May 3, 2021.

A no-risk agreement (no fee unless Stephenville is awarded a grant and the fee would be paid with grant funds) was awarded to Public Management, Inc. for grant administration services at the January 5, 2021 Regular Business Meeting.

**PROJECT:**

TxCDBG monies are only available for public infrastructure improvements or activities explicitly needed to eliminate slum and blight conditions in the downtown or main street area.

Eligible projects include, among other things, improvements to lighting, sidewalks, ADA infrastructure, pavement, and curbs and gutters. A map of a proposed Main Street District, based on Stephenville's historic downtown area, is attached.

Staff, in addition to seeking a recommendation to hire Freese and Nichols, Inc., is also seeking a recommendation to develop a grant-compliant project within the boundaries of the proposed Main Street District area.

**FISCAL IMPACT SUMMARY:**

The cost of engineering design services is paid as part of the grant funds and only if a grant is awarded.

The grant program's award amounts range from \$50,000 to \$350,000. Fifteen percent (15%) in grant matching will be necessary for a competitive application. For a possible maximum grant award of \$350,000, the required city match would be \$52,500. The matching funds may be allocated from the city's street maintenance budget and/or enterprise funds depending upon the project scope submitted.

**REQUESTS FOR PROPOSALS:**

Requests for Proposals were received from six engineering firms on January 28, 2021. The proposals were evaluated and ranked based on specific weighted criteria, including experience, prior work performance, and capacity to perform.

The review committee ranked each proposal independently and the results were averaged to compile impartial rankings.

Although the submittals were from capable firms, the submittal by Freese and Nichols, Inc. ranked the highest due to the firm's experience, demonstrated work performance, and capacity to perform.

A copy of the ranking sheet is attached to this memorandum.

## **AGREEMENT:**

An agreement for professional services is under negotiation and will be presented for consideration at the March 2, 2021 Regular Business Meeting. It is expressly understood that any payment to Freese and Nichols, Inc. will be contingent upon funding award and further, that in the event that grant funds are not awarded, the agreement will be terminated.

## **TIMELINE:**

Below is a timeline for the grant submittal process.

1. January 5, 2021 -
  - a. Conduct Public Hearing to allow for the discussion of project priorities.
    - i. Any feedback will be used to create the project scope.
      1. Review project at upcoming Public Works Committee January 19, 2021
  - b. Award No Risk Contract to Grant Administrator
2. February – March
  - a. Identify Application Engineer
3. March – April
  - a. Present Local Resolution to Authorize Submission of Application
    - i. Resolution includes the project description and commitment of any matching funds and must be passed after conducting the public hearing
4. May 3, 2021
  - a. Finalize and Submit Application

## **ADVANTAGES:**

Awarding the professional services provides the best probability for a project to be completed within TDA parameters.

## **DISADVANTAGES:**

There are no known disadvantages to directing staff to negotiate a proposal with the highest ranked firm for review by the committee and council.

## **ATTACHMENTS:**

[2021\\_02-16 2021 Main Street – Engineer Rating Sheet](#)

# Engineer/Architect/Surveyor Rating Sheet Summary

Grant Recipient: City of Stephenville TxCDBG Contract No. \_\_\_\_\_ Date of Rating: \_\_\_\_\_

Factor	Max Pts.	Respondents:	Jacob & Martin	KSA	EHT	Freese & Nichols	Kimley-Horn	Pacheco Koch (excluded - received after 4 p.m.)
			Score	Score	Score	Score	Score	Score
1 Has previously designed _____ CDBG _____ type of projects	20		20	20	20	20	20	0
2 Has worked on federally funded construction projects	10		10	10	10	10	10	0

Factor	Max Pts.	Respondents:	Jacob & Martin	KSA	EHT	Freese & Nichols	Kimley-Horn	Pacheco Koch (excluded - received after 4 p.m.)
			Score	Score	Score	Score	Score	Score
3 provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b).	10		10	10	10	10	9	0
4 Extent of experience in project construction management	15		13	12	12.5	14.5	13	0
5 Active with the System for Award Management (SAM)	5		5	5	5	3.5	5	0
<b>Subtotal, Experience</b>	<b>60</b>		<b>58</b>	<b>57</b>	<b>57.5</b>	<b>58</b>	<b>57</b>	<b>0</b>

Factor	Max Pts.	Respondents:	Jacob & Martin	KSA	EHT	Freese & Nichols	Kimley-Horn	Pacheco Koch (excluded - received after 4 p.m.)
			Score	Score	Score	Score	Score	Score
1 Past projects completed on schedule	10		7	7	5.5	7.5	5.5	0
2 Manages projects within budgetary constraints	5		3	3	3	2	2.5	0
3 Work product is of high quality	10		8.5	7.5	8.5	9	8.5	0
<b>Subtotal, Performance</b>	<b>25</b>		<b>18.5</b>	<b>17.5</b>	<b>17</b>	<b>18.5</b>	<b>16.5</b>	<b>0</b>

Factor	Max Pts.	Respondents:	Jacob & Martin	KSA	EHT	Freese & Nichols	Kimley-Horn	Pacheco Koch (excluded - received after 4 p.m.)
			Score	Score	Score	Score	Score	Score
1 Staff level / Experience of staff	5		4	5	5	5	5	0
2 Adequacy of Resources	5		4	4.5	4	5	5	0
3 Professional liability insurance is in force	5		4.5	4.5	5	5	5	0
Lobbying Certification, Completed CIQ Questionnaire	15		12.5	14	14	15	15	0
<b>Subtotal, Capacity to Perform</b>								

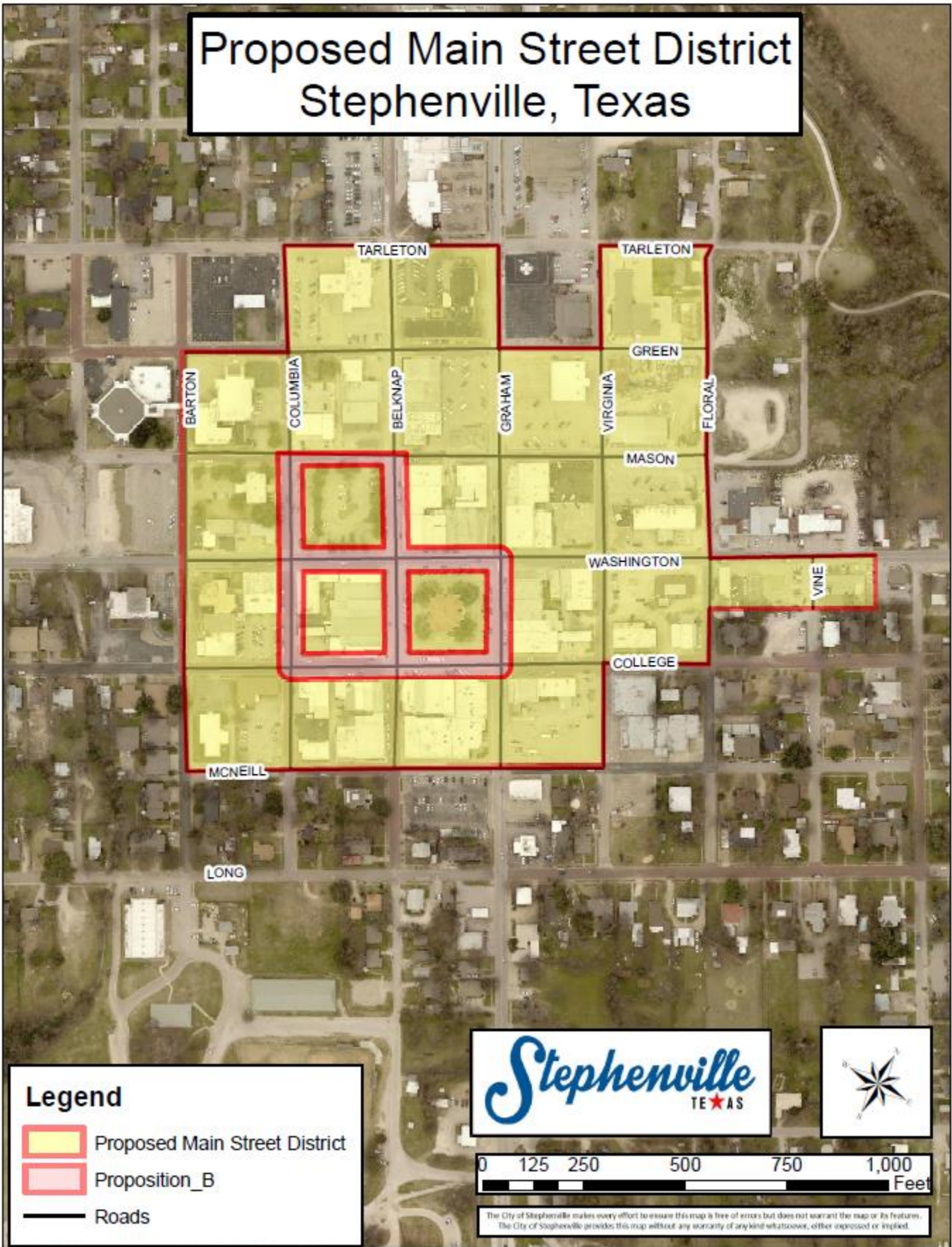
Factor	Max Pts.	Respondents:	Jacob & Martin	KSA	EHT	Freese & Nichols	Kimley-Horn	Pacheco Koch (excluded - received after 4 p.m.)
			Score	Score	Score	Score	Score	Score
1 Experience	60		58	57	57.5	58	57	0
2 Work Performance	25		18.5	17.5	17	18.5	16.5	0
3 Capacity to Perform	15		12.5	14	14	15	15	0
<b>Total Score</b>	<b>100</b>		<b>89</b>	<b>88.5</b>	<b>88.5</b>	<b>91.5</b>	<b>88.5</b>	<b>0</b>

Evaluator's Name, Title and Signature: \_\_\_\_\_

  
 Alan Nix - Public Works Committee Chair

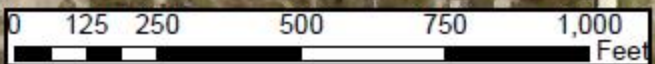
  
 Karen Wilkerson, Executive Administrative Assistant

# Proposed Main Street District Stephenville, Texas



## Legend

- Proposed Main Street District
- Proposition\_B
- Roads



The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either expressed or implied.