



AGENDA MEMORANDUM

Future Item for the City Council Meeting of December 16, 2014

Action Item for the City Council Meeting of January 13, 2015

DATE: December 4, 2014

TO: Ronald L. Olson, City Manager

THRU: Gustavo Gonzalez, P.E., Assistant City Manager, Public Works and Utilities
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FROM: Valerie H. Gray, P.E., Interim Executive Director, Public Works
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Approval of Amendment No. 1 to Professional Services Contract
R.H. Shackelford

CAPTION:

Motion authorizing the City Manager, or his designee, to execute Amendment No. 1 to the Professional Services contract between the City of Corpus Christi and R. H. Shackelford, Inc. in the amount of \$512,577 for a total not to exceed \$542,577 for Capital Programs Project Management Services.

PURPOSE:

The purpose of this Agenda Item is to obtain authority to execute the execute Amendment No. 1 to the Professional Services contract with R. H. Shackelford, Inc. for Capital Programs Project Management Services.

BACKGROUND AND FINDINGS:

A small contract was issued to R.H. Shackelford, Inc. (RHSI) to provide an assessment of on-going programs and staff with initial training and tailoring of programs for a more efficient and effective program and project delivery. This amendment provides for implementation of process improvements with training and support and includes part-time technical and administrative support. The focus of these improvements will be geared towards:

- Job Order Contracting – technical field assistance to review work in progress with administrative support for contractor proposal reviews and accurate estimating

- Major Projects – technical and administrative support and coordination for project scheduling, field investigations, analysis of current programs and city staff training to effectively manage consultants and projects.

RHSI will provide a senior Construction Manager (CM) with construction and design experience in roads, utilities, and facilities for local government, state and federal projects. The CM will interact directly with City Staff and other consultants to evaluate the projects to determine the required construction management services by in-house and contracted inspection services. Additionally, the CM will provide leadership and direction to the Construction Division to evaluate and improve the processes and administration to better streamline and staff the division. These services are temporary until the City can properly staff the projects. The CM will specifically work with current and new staff to ensure training and proper turnover.

These services will be tailored to compliment the capabilities of Capital Programs at the various stages of the Bond 2012, 2014 and 2015 Capital Improvement Program. The proposed performance period is for twelve (12) months and monthly invoices will be for only those hours authorized and rendered.

ALTERNATIVES:

1. Approve Professional Services contract with R. H. Shackelford, Inc. as proposed.
2. Do not approve Professional Services contract with R. H. Shackelford, Inc. as proposed. (Not Recommended)

OTHER CONSIDERATIONS:

This contract is necessary to facilitate the current volume of work in a cost effective and efficient manner.

CONFORMITY TO CITY POLICY:

The contract and selection process complies with Professional Procurement Act and City Policy.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

N/A

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year 2014-2015	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$544,077		\$544,077
Encumbered / Expended Amount		30,000		30,000
This item		512,577		512,577
Future Anticipated Expenditures		1,500		1,500
BALANCE		\$0.00		\$0.00

Fund(s): Streets and Utility CIP Program

COMMENTS:

N/A

RECOMMENDATION:

City staff recommends the approval of Amendment No. 1 to the Professional Services Contract with R. H. Shackelford, Inc. for \$512,577 for a total fee not to exceed \$542,577.

LIST OF SUPPORTING DOCUMENTS:

Contract
Project Budget
Presentation