



## AGENDA MEMORANDUM

Action Item for the City Council Meeting of July 28, 2020

**DATE:** July 14, 2020

**TO:** Peter Zanoni, City Manager

**FROM:** Jeff H. Edmonds, P. E., Director of Engineering Services  
jeffrey@cctexas.com  
(361) 826-3851

Kim Baker, Director of Contracts and Procurement  
kimb2@cctexas.com  
(361) 826-3169

|   |
|---|
| <p style="text-align: center;"><b><u>Master Service Agreement</u></b><br/><b>Professional Survey and Mapping Services</b></p> |
|---|

**CAPTION:**

Motion awarding a Master Service Agreement for Professional Survey and Mapping Services to Urban Engineering in an amount up to \$150,000 per year and one renewal option to be administratively authorized for a total amount not to exceed \$300,000, with projects located citywide, funding available through the FY 2020 Utility Capital Program and Bond Program.

**SUMMARY:**

This motion approves a Master Service Agreement (MSA) contract for professional survey and mapping services with Urban Engineering to provide as-needed professional survey and mapping services in support of City projects including streets, facilities, and other projects located citywide.

**BACKGROUND AND FINDINGS:**

Currently, Engineering Services has an MSA with Urban Engineering to provide survey and mapping services for the City. This contract will expire in September 2020.

The utilization of these services will be determined by the size, time sensitivity, and requirements of each individual project. Services to be provided by this MSA may include but not limited to:

- plat descriptions
- survey descriptions
- easement exhibits
- delineating right of way and
- wetland delineation

The MSA contract is for a one-year term with a one-year administrative renewal option. Individual task orders will be issued within a not to exceed amount of \$150,000 per year. Task orders will be administratively approved.

### **COMPETITIVE SOLICITATION PROCESS**

Urban Engineering was selected for the Professional Survey and Mapping Services project in March 2020 under RFQ 2667. Professional Surveying and Mapping Services was one of eight Professional Engineering Services projects announced under the Engineering Services Department Category of the RFQ. Seven firms submitted for the Professional Survey and Mapping Services project. Urban Engineering was the highest ranked firm.

The selection committee consisted of representatives from Engineering Services. Firms were ranked based on five factors: 1) firm's experience and qualifications of firm, 2) experience and qualifications of the project manager and key staff, 3) project approach and management plan, 4) respondent capacity, and 5) respondent past performance.

### **ALTERNATIVES:**

Not awarding this MSA will result in delays and increased cost for both design and construction. An alternative to awarding the contract is to amend each project requiring surveying or mapping services which may cause delays to the construction of the project.

### **FISCAL IMPACT:**

The fiscal impact for FY 2020 is an amount of \$150,000 for a one-year term with funding available through the FY 2020 Utility Capital Program and Bond Program.

### **FUNDING DETAIL:**

Funding will be allocated from appropriate fund sources as the various projects are identified.

### **RECOMMENDATION:**

Staff recommends approval of this motion to award this MSA to Urban Engineering in the amount of \$150,000 for a one-year term with an option to renew the agreement for a one-year extension with a contract value not to exceed \$300,000. The services are planned to start in July 2020 with completion in July 2021.

### **LIST OF SUPPORTING DOCUMENTS:**

Location and Vicinity Map  
Contract