



AGENDA MEMORANDUM

Action Item for the City Council Meeting of May 9, 2023

DATE: May 9, 2023

TO: Peter Zanoni, City Manager

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**RFQ 4413 - Mass Selection of Design Consultants
Master Services Agreements**

CAPTION:

Motion awarding 13 Master Services Agreements for various Engineering Professional Services in an aggregate not-to-exceed (NTE) amount of \$ 13,100,000.00, with projects located Citywide, with FY 2023 funding available from the Capital Program, Bond Program Funds and operating budgets.

SUMMARY:

This item is for the approval of a mass selection of design consultants for Engineering Professional Services supporting the Capital Improvement Program. This item approves thirteen separate Master Service Agreements (MSA's) for general, environmental testing, solid waste, and streets projects.

BACKGROUND AND FINDINGS:

A Master Services Agreement (MSA) is a type of contract where work is accomplished through multiple Task Orders (TOs) under a blanket set of terms and conditions. These MSAs will issue TO's with Lump Sum (LS) fees or Not-to-Exceed (NTE) time and materials amounts based on an approved hourly rate schedule. MSAs are an efficient method to expedite smaller and more immediate engineering assignments. MSA TOs are typically used for projects ranging in size from \$10,000.00 to \$100,000.00. Larger assignments are procured individually through the routine process.

Currently, Engineering Services has various MSAs for Professional Services. These contracts have expired, are about to expire, or have reached capacity on the contract limits and new contracts are required for planned improvements.

Previously, MSA contracts were brought to Council for individual consideration. Staff determined this to be an unproductive practice due to the amount of staff time each item takes to be prepared and presented to Council. Additionally, though the need is immediate, the legacy process forced multiple MSA contracts to have to be considered between multiple Council meetings. This issue further contributed to delays in service.

Staff estimates an average of 40 hours of staff time is saved by bundling the contract together for consideration. Additionally, this will allow the contracts to begin sooner, which affords the City an opportunity to respond more rapidly to emergency repairs.

The following is a list of projects and summary of respective services:

- **General Civil Projects in Engineering Services Department** – assist City with wide range of general civil engineering services such as site investigations, analysis with recommendations for developing project scopes, cost estimating, design and construction peer review, cost and schedule controls, design management, and support services as required by the City.
- **General Facilities-Parking Lot/Site Improvements** – assist with general City facilities parking lot/site improvements like 23001 City Hall Parking Lot improvement project, 23026 Corpus Christi Water Parking Lot Improvements, 24014 Fleet/Facilities Parking.
- **Environmental Testing** – assist City staff with a wide range of issues including but not limited to, providing emergency spill response, remediation services for City projects, and the removal of contaminated absorbent from within the jurisdiction of the City.
- **Solid Waste Air Compliance and Gas System Monitoring** – assist the Solid Waste team in a wide range of issues including, but not limited to providing air compliance services, testing, data gathering, calculation Title V reporting, permit /registration renewals and modifications, update Landfill gas management plan and any services required by the solid waste department.
- **Solid Waste Landfill Groundwater Monitoring** – assist the Solid waste department with wide range of issues including but not limited to detection monitoring requirements, sampling protocols, laboratory and analysis requirements, date evaluation as outlined in the Groundwater Sampling and Analysis Plan (GWSAP).
- **Traffic Improvements** – assist City with traffic improvement projects like traffic signal improvements, intersection improvements/re-design.
- **Surface Transportation Block Grant (STBG)** – assist City with Texas Department of Transportation Grant projects with cost estimating and design services.

The proposed MSAs are each for a one-year term with one-year renewal options to be administratively authorized. Individual task orders will be negotiated and approved administratively to meet the project requirements.

COMPETITIVE SOLICITATION PROCESS:

On October 17, 2022, the Contracts and Procurement Department issued a Request for Qualifications for Engineering Services with RFQ Number 4413 for Professional Engineering and Testing Services for FY2023 and Bond 2022.

The City received a total of twelve Statements of Qualifications for General Category, eight Statements of Qualifications for Testing Category, seven Statements of Qualifications for Solid Waste and eighteen Statements of Qualifications for Street Category. The Selection committee consisted of representatives from Engineering Services and the operating departments. Firms were ranked based on eight factors: 1) experience on projects of similar scope and complexity; 2) demonstrated capability & capacity on comparable projects; 3) past performance; 4) team members with experience and qualifications; 5) team members experience with work of similar scope and complexity; 6) availability of resources to accomplish the work; 7) demonstrate understanding of scope of services; 8) demonstrate understanding and experience with similar service with a public agency.

The selection committee is recommending awards to the following firms:

- Freese and Nichols, Inc.
- Halff Associates, Inc.
- Hanson Professional Services
- HDR Engineering
- J Schwarz & Associates
- Munoz Engineering
- Professional Services Industries, Inc. (PSI)
- SCS Engineers (SCS)
- Terracon Consultants, Inc. (Terracon)

Seven of the eight selected firms are located in Corpus Christi. The consultants were selected for projects based on the evaluation criteria. Attached is the staff recommendation of award for each project.

ALTERNATIVES:

The alternative is not to award these contracts which will delay execution of all MSA contracts. Not awarding the contracts will also make it more difficult to respond to immediate issues requiring professional engineering services.

FISCAL IMPACT:

The proposed MSAs are each for a term of one-year with a one-year renewal option to be administratively authorized. The fiscal impact in FY2023-2025 is an amount that will likely not exceed one half of the \$13,100,000.00 aggregate not-to-exceed amount. Funding is available from the FY2023-2025 Capital Program, Bond Program Funds and operating budgets. Specific funding details will be determined at the Task Order level based on work requested.

FUNDING DETAIL:

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

RECOMMENDATION:

Staff recommends approval of the MSAs in an amount not to exceed \$13,100,000.00 with engineering consultants for the Engineering Professional Services for Capital Improvement Projects.

LIST OF SUPPORTING DOCUMENTS:

List of Recommended Consultants & Projects
Evaluation Matrices
AE Contract Template