



AGENDA MEMORANDUM

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

DATE: July 14, 2020

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<p style="text-align: center;"><u>Master Service Agreement</u> <u>Water Utilities On-Call Support</u></p>

CAPTION:

Motion awarding a Master Service Agreement for professional engineering, architecture and construction administration services related to water utilities to LNV, Inc. to provide solutions for technical issues with the water and wastewater system in an amount up to \$800,000 with a one year renewal option to be administratively authorized for a total not to exceed \$1,600,000, on projects located citywide, with funding available through the FY 2020 Water and Wastewater Operating and Capital Improvement Program Funds.

SUMMARY:

This motion approves a Master Services Agreement (MSA) contract for professional engineering, architecture and construction administration services related to water utilities with LNV, Inc. to provide solutions for technical issues with the water and wastewater system.

BACKGROUND AND FINDINGS:

Engineering Services previously contracted with LNV, Inc. to provide on-call support services for water utilities in support of the water treatment plant and six wastewater treatment plants. The

contract expired in June 2020. This MSA will provide the Water Utilities Department with specialized expertise for technical issues related to water and wastewater systems. On-call support service to be provided under this MSA may include but not limited to the following:

- site investigation
- analysis of system functions with recommendations for developing scope of work
- cost estimates for potential repairs and upgrades
- design and constructability peer review
- cost and schedule controls
- construction administration
- other support services as required by the Water Utilities Department

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 \$800,000 per year. Task orders will be administratively approved.

COMPETITIVE SOLICITATION PROCESS

LNV, Inc. was selected for the Water Utilities On-Call Support project in March 2020 under RFQ 2667. Water Utilities On-Call Support was one of three projects announced under the Water Utilities Department Category of the RFQ. Nine firms submitted for the Water Utilities On-Call Support project. LNV, Inc. was the highest ranked firm.

The selection committee consisted of representatives from the Water Utilities Department and Engineering Services Department. 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:

An alternative to awarding the contract is to execute multiple small contracts for all water and wastewater technical issues creating additional work, backlog, and delaying solutions.

FISCAL IMPACT:

The fiscal impact for FY 2020 is an amount of \$800,000 with funding available through the FY 2020 Water and Wastewater Operating and Capital Improvement Program funds.

FUNDING DETAIL:

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

RECOMMENDATION:

Staff recommends approval of this motion to award this MSA to LNV, Inc. in the amount of \$800,000 for a one-year term with an option to administratively renew the agreement for an

additional one-year with a contract total not to exceed \$1,600,000. The services are planned to start in July 2020 with completion in July 2021.

LIST OF SUPPORTING DOCUMENTS:

Location and Vicinity Map
Contract