



AGENDA MEMORANDUM

Action Item for the City Council Meeting of August 13, 2019

DATE: July 19, 2019

TO: Peter Zanoni, City Manager

THRU: Mark Van Vleck, Assistant City Manager
markvv@cctexas.com
(361) 826-3897

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

Master Services Agreements
Geotechnical and Construction Materials Testing

CAPTION:

Motion awarding three (3) separate two-year Master Services Agreements (MSAs) with Professional Service Industries, Rock Engineering & Testing Laboratory, and Terracon Consultants, Inc., up to the amount of \$1,000,000 each to provide geotechnical engineering and construction materials testing for various Bond and CIP projects with funds available from Street Bonds 2012, 2014, 2016 and 2018, Street Operations and various Utility funds as required.

PURPOSE:

The purpose of this agenda item is to approve three MSAs with Professional Service Industries, Rock Engineering & Testing Laboratory, and Terracon Consultants, Inc., for up to \$1,000,000 each.

BACKGROUND AND FINDINGS:

The Master Service Agreement (MSA) is a type of contract where work is accomplished by multiple Task Orders (TOs) under a blanket set of terms & conditions and a fee rate sheet for standard services and equipment. Engineering Services typically uses MSA's for professional services. The MSA allows the City to individually administer TOs for different scopes of work under agreed rates. Historically, individual testing contracts have been executed for each capital project. Using MSA's is a more efficient method to procure the specified professional services and reduces overhead and administrative effort. The contracts are limited by the stipulated contract term and not-to-exceed contract amounts

On January 16, 2018, City Council approved an MSA with Professional Service Industries, Rock Engineering & Testing Laboratory, and Tolunay-Wong Engineers, Inc., in the amount of \$800,000 each for a 2-year duration. Prior to 2018, only a single firm was selected. The number of engineers was increased to three to meet the increased workload of the ongoing Capital Improvement Program (CIP), Bond Programs, and Operational & Maintenance (O&M) Projects for streets, utilities, airport, marina, facilities, etc. Those contracts are reaching the contract limits and new contracts are required for improvements planned for the streets, utilities, airport, parks and recreation, fire and police and other

City assets. The following is the summary of the three existing contracts:

Firm	2-Year Contract Cumulative (\$800,000 each)	Remaining Balance
Rock Engineering	\$707,008	\$92,992
Intertek-PSI	\$771,648	\$28,352
Tolunay Wong	\$631,527	\$168,473

This item is for new MSAs for professional services with three geotechnical engineering firms needed for continuing Capital Improvement Plan and Bond initiatives. The following is a summary of the respective services:

- Geotechnical investigations determine the geologic, seismologic, and soil conditions that affect the safety, cost effectiveness, design, and execution of a proposed engineering project. The investigations and analysis are critical to minimize the required foundations and structural requirements and to avoid costly construction changes, post-construction remedial work, and even failure of a structure.
- Construction material testing verifies the material characteristics and strengths for soils, admixtures, lime stabilization, aggregates, geotextiles, select fill, paving materials (concrete & asphalt), rebar and other materials incorporated into the various street and utility projects. Material testing is critical to avoid premature failures of the utilities, roadways, building foundations, etc.

The proposed MSA's are for a 2-year term, with no extensions or renewals, not to exceed amounts of \$1,000,000 for each firm. Three of four firms were selected from the RFQ No. 2019-01 to ensure adequate capacity and responsiveness to support the approved CIP, Bond and O&M projects. Individual task orders will be developed with scope and fee for each TO that will be administratively authorized by City Manager, or designee.

The projected fees were based on approximately 1% of the projected construction budgets for planned CIP, Bond and operational projects during the contract performance period. Actual fees will be based on the established contract rates and scope.

ALTERNATIVES:

1. Execute Master Services Agreements as proposed. (Recommended)
2. Do not execute Master Services Agreements.

OTHER CONSIDERATIONS:

N/A

CONFORMITY TO CITY POLICY:

The MSAs and selection process comply with the Professional Procurement Act and City Policy. The firms were selected experience and qualifications under RFQ No. 2019-01 dated April 12, 2019.

The RFQ process considered 5 Evaluation Factors (Criteria) below.

- A. Experience and Qualifications of Firm (Maximum of 20 points)
- B. Experience and Qualifications of the Project Manager (Maximum 20 points)
- C. Project Approach/Management Plan (Maximum 20 points)
- D. Capacity (Maximum 20 points)

E. Past Performance (Maximum 20 points)

The top three firms scored approximately 90% of the possible 100 points, the remaining firm scored approximately 85%. A three-person selection committee with representatives from Utilities and Engineering Services completed the evaluations and scoring for the Geotechnical Firms.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

N/A

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year 2019-2020	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Budget		1,576,000.00	1,576,000.00	3,152,000.00
Encumbered/Expended Amount				
This item		1,500,000.00	1,500,000.00	3,000,000.00
Future Anticipated Expenditures This Project		76,000.00	76,000.00	152,000.00
BALANCE		0	0	0

Fund(s): Various as determined by project type

RECOMMENDATION:

Staff recommends approval of three MSAs with Professional Service Industries, Rock Engineering & Testing Laboratory, and Terracon Consultants, Inc., in the amount of \$1,000,000 each for the duration of the individual agreement of two years.

LIST OF SUPPORTING DOCUMENTS:

- Project Budget
- Location Map
- Master Services Agreement Professional Service Industries
- Master Services Agreement Rock Engineering & Testing Laboratory
- Master Services Agreement Terracon Consultants, Inc.
- Presentation