



AGENDA MEMORANDUM

Action Item for the City Council Meeting of March 18, 2025

DATE: March 18, 2025

TO: Peter Zanoni, City Manager

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RFQ 6146 - Mass Selection of Design Consultants for various disciplines to support the Capital Improvements Program.
Master Service Agreements

CAPTION:

Motion awarding 23 Master Service Agreements for professional engineering services to 15 firms with an aggregate three-year not to exceed amount of \$46,350,000.00 for surveying and mapping, subsurface utility engineering, general civil and facilities parking lot projects, mechanical, electrical, and plumbing, and geotechnical and construction materials testing to support the Bond and CIP program with projects located Citywide, with FY 2025 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 general Professional Engineering Services supporting the Bond Capital Improvements Program. These are on-call contracts that Engineering Services uses to help expedite delivery of capital projects. This item approves twenty-three separate Master Service Agreements (MSA's) for surveying and mapping, Subsurface Utility Engineering (SUE), general civil and facilities parking lot projects, Mechanical, Electrical, and Plumbing (MEP), and geotechnical and construction materials testing projects to be utilized in different phases of 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. Task orders are individually negotiated and can be lump sum or time and materials. The funding source is

identified by the requesting department before Task Orders are issued. There is no encumbrance or funding commitment associated with the MSA contract itself and there is no guarantee to consultants about the amount of work they will receive. Some contracts may reach contract capacity, but most will have the term expire before reaching the contract ceiling amount. Engineering Services has estimated contract capacities based on past needs and trends in the Capital Improvement Plan.

Having these MSA contracts on the shelf allows Engineering Services to be more responsive to immediate needs and to expedite project delivery. Multiple Task Orders are issued under each contract. The fees will be either Lump Sum or Time and Materials based on an approved hourly rate schedule. Using MSAs is an efficient method to expedite smaller engineering assignments. MSA Task Orders are typically used for assignments ranging in size from \$10,000.00 to \$100,000.00. Larger assignments are procured individually through the request for qualifications process.

Engineering Services has an existing inventory of MSAs for these professional services. These contracts were procured at different points in the past and have different contract terms. Most of those contracts have expired, are about to expire, or have reached contract ceiling. Engineering will re-compete these contracts on a three-year cycle going forward. These contracts will replace the existing inventory of MSA contracts.

In the past, the MSA contracts have been procured and brought to City Council individually or in small groups. This is unproductive due to the amount of staff time required for separate procurements and individual agenda items. The legacy process also placed an unnecessary burden on City Council to review numerous similar items at multiple council meetings. Bundling the contracts will also establish similar contract expiration dates that will make them easier to manage. Engineering will re-compete these contracts on a three-year cycle.

The Request for Qualifications listed eight MSA categories with between two and four contracts being awarded in each category for a total of twenty-three MSA contracts. The list was intended to cover all foreseeable small engineering needs for the next three years.

The following is a list of contract categories, number of contracts, size of contracts, and work descriptions:

- **Professional Survey and Mapping Services (Four contracts at \$300K per year)** – assist with surveying and mapping services such as creating meters and bounds, plat descriptions, survey descriptions, easement exhibits, delineation ROW, locating survey stakes, and wetland delineation.
- **Subsurface Utility Engineering (SUE) Services (Three contracts at \$250K per year)** – assist with SUE services such as identification and verification of subsurface utility locations for the collection and depiction of existing subsurface utility data.
- **General Civil Engineering Projects (Four contracts at \$1.3M per year)** – assist 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 Improvements (Two contracts at \$500K per year)** – assist with general City facilities and parking lot improvements like Park Development Improvements – Bill Witt Park (24139), Ocean Dr. Parks Pavement Resurfacing

(24122/24123).

- **MEP On-Call Services (Two contracts at \$350K per year)** – assist with MEP On-Call Services for projects like improvements to Cefe Valenzuela Admin Building (26112), Area Fire Alarm System Upgrade (25020), and Selena Auditorium Electrical Equipment & Switchboards (25022).
- **MEP On-Call Services for S.E.A. District Projects (Two contracts at \$1M per year)** – assist with MEP On-Call Services for S.E.A District Projects like Harbor Playhouse – HVAC Systems Improvements (25035) and Museum of Science & History HVAC Improvements (25028).
- **General Civil/Structural Services for City Facilities (Two contracts at \$300K per year)** – assist with general civil/structural services for City facilities.
- **Geotechnical Engineering & Construction Materials Testing (Four contracts at \$1M per year)** – assist with geotechnical engineering services and construction materials testing.

A total of twenty-six responses were received to the MSA Request for Qualifications. Most firms indicated multiple areas of interest. Staff is recommending a total of twenty-three contracts to fifteen separate firms.

COMPETITIVE SOLICITATION PROCESS:

On September 30, 2024, the Contracts and Procurement Department issued a Request for Qualifications for Engineering Services with RFQ Number 6146 for Professional Engineering Services for FY2025.

The selection committee consisted of professional staff from the Engineering Services Department. 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. Multiple contracts are being awarded to some firms. Interviews were not deemed necessary because the City has recent project experience with all of firms being recommended.

The selection committee recommended awards to the following firms:

- Ardurra Group, Corpus Christi, Texas
- Bath Group, LLC, Corpus Christi, Texas
- Cobb, Fendley & Associates, Inc., San Antonio, Texas
- Colliers Engineering & Design, Inc., San Antonio, Texas
- Freese and Nichols, Inc., Corpus Christi, Texas
- Halff Associates, Inc., Corpus Christi, Texas
- Hanson Professional Services, Corpus Christi, Texas
- HYDRO EX, LLC, Corpus Christi, Texas
- LJA Engineering, Inc., Corpus Christi, Texas
- Munoz Engineering, Corpus Christi, Texas

- Professional Services Industries, Inc. (PSI), Corpus Christi, Texas
- Raba Kistner, Inc., Corpus Christi, Texas
- Rock Engineering, LLC (now UES), Corpus Christi, Texas
- Terracon Consultants, Inc. (Terracon), Corpus Christi, Texas
- Urban Engineering | DCCM, Corpus Christi, Texas

Thirteen of the fifteen selected firms are located in Corpus Christi. The firms not based in Corpus Christi have local work experience. The consultants were selected for projects based on the evaluation criteria including the City's prior experience with the firm. The attached table summarizes the staff award recommendation.

ALTERNATIVES:

The alternative modify or reject the award recommendation. Not awarding these contracts will delay some capital projects and make it more difficult to respond to immediate needs for professional engineering services.

FISCAL IMPACT:

The proposed MSAs are each for a term of three years. The fiscal impact for FY2025 is an amount not-to-exceed \$15,000,000.00 with funding available from the 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 MSA contracts for a three-year aggregate not-to-exceed amount of \$46,350,000.00 with the selected engineering consultants.

LIST OF SUPPORTING DOCUMENTS:

List of Recommended Consultants & Projects
Evaluation Matrices
AE Contract Template