



AGENDA MEMORANDUM

Action Item for the City Council Meeting of December 19, 2017

DATE: December 14, 2017

TO: Margie C. Rose, City Manager

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Professional Services Agreements
Preliminary Engineering and Feasibility Reports
Proposed Bond 2018

CAPTION:

Motion authorizing the City Manager, or designee, to execute eight (8) separate Master Services Agreements (MSAs); four MSA's in the amount of \$300,000 each for a total not to exceed of \$1,200,000 with Freese and Nichols, Govind Development, HDR Engineering, and Munoz Engineering for Street projects proposed in Bond 2018 Propositions 1 and 2; and four (4) separate MSAs in the amount of \$125,000 each for a total not to exceed of \$500,000 with AECOM Technical Services, Bath Engineering, Hanson Professional Services, and LNV, Inc. for Facility projects for proposed in Bond 2018 Proposition 3.

PURPOSE:

The purpose of this agenda item is to obtain authority to execute MSAs with Freese and Nichols, Govind Development, HDR Engineering, Munoz Engineering, AECOM Technical Services, Bath Engineering, Hanson Professional Services, and LNV, Inc. for preliminary engineering and feasibility reports for support of the proposed Bond 2018.

BACKGROUND AND FINDINGS:

These MSAs will provide professional services for preliminary design and feasibility reports as described below. Eight firms were selected to ensure adequate capacity and specialty services for the wide range of City projects proposed in Bond 2018 Propositions 1, 2 and 3. Individual Task Orders (TOs) will be developed with scope and fee for subsequent projects and will be administratively authorized by the City Manager or designee.

These preliminary engineering and feasibility reports are critical for the following:

- Better defined scopes,
- Establish project limits (Right of Way, intersections, building locations, rooms, etc.)
- Develop accurate cost estimates for execution and budgeting including
 - Future CIP and Operations & Maintenance budgets
- Identify potential land acquisition requirements
- Design/Construction and budget coordination with local Independent School Districts, MPO/TxDOT and other agencies
- Design/Construction and budget coordination with AEP, Time Warner, AT&T, etc.
- Special permitting requirements with (USACE, TCEQ, GLO, etc.)
- Construction sequencing (peak holidays, school sessions, league play, building operations, etc.)

This coordination and information will improve execution of the proposed program within approved schedules and budgets. This is essential to minimize impacts to the public and overall cost of the projects. The following provides an outline of the feasibility report and tasks for each project:

FEASIBILITY REPORTS

Executive Summary with brief project description of scope, cost and location map

Project Report

1. Detailed Project Description and maps

- a. Bond 2018 Language*
- b. Location (anticipated project limits)*
 - 1) Include a location map*
- c. Existing Conditions*
 - 1) Approximate age of roadway*
 - 2) Street classification (C1, C2, A1, etc.) and description (2 lanes in each direction, one lane in each direction with a center turn lane, etc.)*
 - 3) Roadway type (concrete/asphalt, curb & gutter or roadside ditches, etc.)*
 - 4) Current pavement PCI value (City staff will provide a spreadsheet with this information)*
 - 5) Development in the area (residential, commercial, industrial)*
 - 6) Summarize existing utilities*
 - a) Use GIS & As-Builts to determine size, type, & location (Utility quality level D)*
 - b) Limited Survey and SUE in the Feasibility Report (Utility quality level C)*
 - Limited to establishing ROW (if needed), locating utilities (horizontal), and verifying depths/connections generally match what was shown on the GIS and/or as-builts.*
 - 7) Visual/site inspection to note 3rd Party utilities in the area, and verify general alignment/location of City utilities.*
- d. Proposed Construction*
 - 1) Street classification (C1, C2, A1, etc.) and description (2 lanes in each direction, one lane in each direction with a center turn lane, etc.)*
 - a) Based on Traffic Counts provided by City Staff.*
 - 2) Pavement type (general comments; no pavement design; design concrete, asphalt, or consider both options)*
 - 3) ADA improvements*
 - 4) Utility improvements*
 - a) Based on maintenance issues and future projections (master plans) (i.e. are there condition issues and/or capacity issues).*
 - b) City staff will provide maintenance reports for each system.*
 - 5) Traffic signal upgrades (general comments; no traffic counts provided)*
 - 6) Street lighting*
 - 7) Proposed project limits (especially important if different than originally scoped limits)*
- e. Agency/Permit Coordination Requirements*
- f. Land Acquisition*

- g. Other Project Elements*
- 2. *Opinion of Probable Cost*
 - a. Summary table of ALL costs; not just construction*
 - b. Opinion of Probable Cost Assumptions*
 - c. Opinion of Probable Cost Spreadsheets*
 - 1) Use the Bid Form format*
 - 2) City Staff will provide a template example and summary of recent bids for reference.*
- 3. *Project Timetable/Schedule (will be enforced during the project)*
 - a. Preliminary Phase*
 - b. Design Phase*
 - c. Bid Phase*
 - d. Construction*
- 4. *Street Section (see City provided example)*
 - a. Proposed pavement section*
 - b. Existing and proposed ROW*
 - c. Existing and proposed pavement width and lane configuration*
 - d. Existing and proposed improvements beyond the edge of pavement (curb & gutter, roadside ditches, sidewalk, cycle track, power poles, etc.)*
- 5. *Project Site Photographs*
 - a. Photo Key Map*
 - b. Photographs with descriptions*
- 6. *Strip Map*
 - a. Project Title*
 - b. City's Project Number*
 - c. North Arrow*
 - d. Scale (use 1":50')*
 - e. Height of paper should be 11"*
 - f. Aerial Photograph as Background*
 - g. Relevant street names*
 - h. Proposed street configuration*
 - 1) Proposed new alignment (if alignment changing)*
 - 2) New width*
 - 3) Lanes (show arrows for direction)*
 - 4) Sidewalks and cycle tracks*
 - i. Utilities*
 - 1) Existing utilities*
 - 2) Proposed utility improvements*

The MSAs not to exceed amounts were planned within the \$2 million previously presented to City Council in workshops and approved by Resolution on August 15, 2017. Actual detailed scopes and fees will be negotiated per task order with the respective Architect/Engineer on each project.

ALTERNATIVES:

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

OTHER CONSIDERATIONS:

All eight firms were selected by RFQ No. 2017-03 dated July 27, 2017.

CONFORMITY TO CITY POLICY:

MSAs and selection process comply with the Professional Procurement Act and City Policy. All firms were selected based upon qualifications, wide working knowledge of applicable project fundamentals, and understanding of project requirements.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

N/A

FINANCIAL IMPACT:

☐ Operating ☐ Revenue ☒ Capital ☐ Not applicable

Fiscal Year 2017-2018	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Budget		\$2,000,000		\$2,000,000
Encumbered/Expended Amount				
This item		1,700,000		1,700,000
Future Anticipated Expenditures This Project		140,000		140,000
BALANCE		\$160,000		\$160,000

Fund(s): Bond 2008 Street Fund Reserves

RECOMMENDATION:

City Staff recommends approval of eight (8) MSAs with Freese and Nichols, Govind Development, HDR Engineering, Munoz Engineering, AECOM Technical Services, Bath Engineering, Hanson Professional Services, and LNV, Inc. for preliminary engineering and feasibility reports for Bond 2018.

LIST OF SUPPORTING DOCUMENTS:

Summary Page
Project Budget
Location Map
Master Services Agreement Freese and Nichols
Master Services Agreement Govind Development
Master Services Agreement HDR Engineering
Master Services Agreement Munoz Engineering
Master Services Agreement AECOM Technical Services
Master Services Agreement Bath Engineering
Master Services Agreement Hanson Professional Services
Master Services Agreement LNV, Inc.
Presentation