



AGENDA MEMORANDUM

Future Item for the City Council Meeting of October 23, 2018
Action Item for the City Council Meeting of October 30, 2018

DATE: September 13, 2018

TO: Keith Selman, Interim City Manager

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**Master Services Agreement
Subsurface Utility Engineering (SUE) Services
(Capital Improvement Program)**

CAPTION:

Motion to authorize execution of a Master Services Agreement with Cobb, Fendley & Associates, Inc., of Corpus Christi, Texas for a period of 1 year in the amount of \$300,000 with one optional 1-year renewal to be administratively awarded for a total contract cost of \$600,000 for Subsurface Utility Engineering (SUE) Services project.

PURPOSE:

This project provides subsurface utility survey services to identify potential conflicts with existing utility lines and appurtenances for construction projects.

BACKGROUND AND FINDINGS:

SUE services are critical to improve design accuracy for underground utilities to minimize costly construction delays and change orders. This contract was developed as a Master Service Agreement (MSA) to perform SUE services for various projects. SUE provides detailed underground utility survey information according to required quality levels. The American Society of Civil Engineers (ASCE) published Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data with four quality levels (A thru D):

- Quality Level D is the most basic level of information for utility locations. It comes solely from existing utility records or verbal recollections. QL-D is useful primarily for project planning and route selection activities.
- Quality Level C involves surveying visible above ground utility facilities (e.g., manholes, valve boxes, etc.) and correlating this information with existing utility records (QL-D information).
- Quality Level B involves the application of appropriate surface geophysical methods to determine the existence and horizontal position of virtually all subsurface utilities within a project's limits.
- Quality Level A is the highest level of accuracy presently available providing precise plan and profile mapping of underground utilities through the actual exposure of underground utilities (usually at a specific point). This level also provides the type, size, condition, material and other characteristics of underground features. Exposure is typically achieved through hand digging or Hydro-Vacuuming.

This item will provide SUE data that will be incorporated into design documents. Multiple Task orders will be issued for project specific SUE Services within a not to exceed amount of \$300,000/year. This MSA supports Bond and other approved City projects. The scope includes data collection (as-builts and record drawings), site investigations, hydro-excavation of existing underground utilities to determine appropriate information for each quality level with submission of a final report for the design engineer.

This project is proposed as a multiple year program with a base year plus one optional one-year renewal. Future Task orders and renewal of option year will be administratively approved by the City Manager or designee upon satisfactory performance by Cobb, Fendley & Associates, Inc.

ALTERNATIVES:

1. Authorize execution of the Master Services Agreement. (Recommended)
2. Do not authorize execution of the Master Services Agreement. (Not Recommended)

OTHER CONSIDERATIONS:

N/A

CONFORMITY TO CITY POLICY:

Complies with statutory requirements for professional services contracts. Cobb, Fendley & Associates, Inc., was selected by RFQ 2018-01. Conforms to FY 2019 Capital Improvement Planning (CIP) Budget.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Water Utilities Department

FINANCIAL IMPACT:

Operating Revenue **X Capital** Not applicable

Fiscal Year 2018-2019	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Budget		315,500		315,500
Encumbered / Expended Amount				
This item		300,000		300,000
Future Anticipated Expenditures This Project		15,500		15,500
BALANCE		0		0

Fund(s): Water Utilities Department

RECOMMENDATION:

City staff recommends award of the MSA to Cobb, Fendley & Associates, Inc. for Subsurface Utility Engineering Services.

LIST OF SUPPORTING DOCUMENTS:

Project Budget
Location Map
Presentation
Contract