



AGENDA MEMORANDUM

Action Item for the City Council Meeting of August 13, 2024

DATE: August 13, 2024

TO: Peter Zanoni, City Manager

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<p style="text-align: center;"><u>Master Services Agreement</u> Citywide Wastewater IDIQ</p>
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CAPTION:

Motion awarding a Master Services Agreement for Citywide Wastewater IDIQ to Half Associates, Inc., Corpus Christi, Texas, in an amount up to \$200,000.00, with a one-year renewal option to be administratively authorized for a total amount not to exceed \$400,000.00, with projects located Citywide, with FY 2024 funding available from Wastewater Capital Fund.

SUMMARY:

This motion approves a Master Services Agreement to provide professional services to design wastewater lines that will be rehabilitated or replaced under the wastewater IDIQ construction contract.

BACKGROUND AND PURPOSE:

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. These MSAs will issue TOs with Lump Sum (LS) fees or Not-to-Exceed (NTE) time and materials amounts based on an approved hourly rate schedule.

MSAs are an efficient method to expedite smaller and more immediate engineering assignments. MSA TOs are typically used for projects ranging in size from \$10,000 to \$100,000. Larger assignments are procured individually through the routine process.

Currently, Engineering Services does not have a wastewater IDIQ MSA. Corpus Christi Water (CCW) designs and prepares delivery order documentation for the majority of the work conducted under the IDIQ contracts. However, there are projects that require additional engineering and in-depth design. CCW utilizes support through this MSA to provide additional engineering and design resources. The proposed MSA will support City-Wide Wastewater IDIQ with project numbers: 22110 / 23082 / 23148 and will help expedite repair work. Individual task orders will be issued for the development of construction documents (delivery orders).

PROJECT TIMELINE:

2024					2025							2026												
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
Services																								

Projected schedule reflects City Council award in August 2024, with anticipated completion in October 2026.

COMPETITIVE SOLICITATION PROCESS:

Halff Associates, Inc. was selected in May 2024 under RFQ 5036 for the Citywide Wastewater IDIQ project, which was one of three projects announced under the Wastewater CIP Projects category of the RFQ. The final evaluation ranked Halff Associates, Inc. as one of the highest ranked firms 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) demonstrated understanding of scope of services, 8) demonstrated understanding and experience with similar services with a public agency.

Halff Associates, Inc., has provided professional services for several City projects. Some of these projects include Wildcat Drive Reconstruction Project and Gollihar Road, both with wastewater replacement.

Halff Associates, Inc., has also provided professional services for other municipalities, to include Laguna Madre Water District, San Antonion Water System, and McAllen Public Utility.

ALTERNATIVES:

Not awarding the contract for professional services to Halff Associates, Inc. will delay necessary improvements and may affect the ability to meet the operation and regulatory requirements.

FISCAL IMPACT:

The fiscal impact for FY 2024 is an amount not to exceed \$200,000.00 with funding available through the Wastewater Capital Fund.

FUNDING DETAIL:

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

RECOMMENDATION:

Staff recommends approval of the MSA with Halff Associates, Inc., in the amount not to exceed \$200,000.00 for the Citywide Wastewater IDIQ.

LIST OF SUPPORTING DOCUMENTS:

Location & Vicinity Maps
Evaluation Matrix
CIP Page
Contract
Presentation