



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting of June 17, 2025

**DATE:** June 17, 2025

**TO:** Peter Zaroni, City Manager

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### **RFQ 6256 - Professional Architectural Services for FY 2025**

Capital Improvements Program

**Master Service Agreements**

#### **CAPTION:**

Motion awarding five Master Service Agreements for professional architectural services to five firms in an amount not to exceed \$3,750,000.00 per year with an aggregate three-year not to exceed amount of \$11,250,000.00 for City facilities and Park Capital Improvement Program projects, located Citywide, with FY 2025 funding available from the Capital Program and operating budgets.

#### **SUMMARY:**

This item is for the approval of a mass selection of design consultants for Professional Architectural Services supporting the Capital Improvements Program (CIP). These are on-call contracts that Engineering Services uses to help expedite delivery of capital projects. This item approves five separate Master Service Agreements (MSA's) for facilities and park projects that are listed in the FY 2025 CIP.

#### **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 6256 listed two MSA categories with a total of five contracts being awarded. 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:

- **General Facility and Parks Projects Architectural on-call services and SEA District Architectural on-call Services (five contracts at \$750K per year)** – assist with City facilities as need arises for professional services like mechanical, electrical, structural and technical issues that require necessary investigations. Some of the projects that will be designed with the MSA's are Peary Place Improvements, Arena Deferred Life Safety Improvements, Convention Center Flood Mitigation, Convention Center HVAC Management System Replace/Improvements, Convention Center HVAC System & Chiller Replacement, Selena Auditorium 3&4 Floor Dressing Rooms Update.

A total of eleven responses were received to the MSA Request for Qualifications 6256, Category E and F. All eleven firms are very qualified but typically local firms are selected for on-call contracts to expedite the on-call services. Staff interviewed the top five firms and is recommending a total of five contracts for five separate firms.

### **COMPETITIVE SOLICITATION PROCESS:**

On December 15, 2024, the Contracts and Procurement Department issued a Request for Qualifications for Architectural Services with RFQ Number 6256 for Professional Architectural Services for FY2025.

The city received a total of 11 Statements of Qualifications for General Facility and Parks Projects Architectural on-call services and SEA District Architectural on-call Services. The selection

committee consisted of representatives from the City Manager's Office, Engineering Services, Asset management, and Park and Recreation departments. On February 20, 2025, the selection committee conducted interviews for 5 firms that were recommended by the evaluation committee. 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.

The selection committee recommended awards to the following firms:

- Chuck Anastos, Corpus Christi, Texas
- Gignac & Associates, LLP, Corpus Christi, Texas
- Jacobs, Corpus Christi, Texas
- Levy Dykema, Corpus Christi, Texas
- Turner Ramirez Architects, Corpus Christi, Texas

All selected firms are located in Corpus Christi. 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 is to 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 \$11,250,000.00 with funding available from the Capital Program 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 recommend approval of the MSA contracts for a three-year aggregate not-to-exceed amount of \$11,250,000.00 with the selected engineering consultants.

#### **LIST OF SUPPORTING DOCUMENTS:**

List of Recommended Consultants  
Evaluation Matrices