



AGENDA MEMORANDUM

Action Item for the City Council Meeting of June 27, 2023

DATE: June 27, 2023

TO: Peter Zaroni, City Manager

FROM: Jeffrey Edmonds P.E., Director of Engineering Services
jeffreye@cctexas.com
(361) 826-3851

Josh Chronley, CTCD, Assistant Director of Finance & Procurement
joshc2@cctexas.com
(361) 826-3169

**RFQ 4489 Professional Architectural Services for FY 2023 and Bond 2022-
Mass Selection of Design Consultants
Master Services Agreements**

CAPTION:

Motion awarding eight Master Services Agreements for various Professional Architectural Services in an aggregate not-to-exceed amount of \$ 7,300,000.00, projects located Citywide, with FY 2023 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 Professional Architectural Services supporting the Capital Improvement Program. This item approves eight separate Master Service Agreements (MSA's) for general architectural and park 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. These MSAs will issue TO's 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 architectural assignments. MSA TOs are typically used for projects ranging in size from \$10,000.00 to \$100,000.00. Larger assignments are procured individually through the routine process.

Currently, Engineering Services has various MSAs for Professional Services. These contracts have expired, are about to expire, or have reached capacity on the contract limits and new contracts are required for planned improvements.

Previously, MSA contracts were brought to Council for individual consideration. Staff determined this to be an unproductive practice due to the amount of staff time each item takes to be prepared and presented to Council. Additionally, though the need is immediate, the legacy process forced multiple MSA contracts to have to be considered between multiple Council meetings. This issue further contributed to delays in service.

Staff estimates an average of 40 hours of staff time is saved by bundling the contract together for consideration. Additionally, this will allow the contracts to begin sooner, which affords the City an opportunity to respond more rapidly to emergency repairs.

The following is a list of projects and summary of respective services:

- **General Community Development Block Grant Services**– assist City with Community Development Block Grant Services (CDBG) projects like Salinas Park (21166), Central Kitchen Generator (23074), Ben Garza Gym Improvements (23075)
- **General Architectural Services** – assist City with General Architectural Services for projects like City Hall Fencing and Gates (21023), Council Chambers Modernization (22011), American Bank Center Carpet Replacement (22087)
- **General MEP On-Call Services** – assist City with General MEP On-Call Services for projects like ON Stevens Chemical Building Elevator (21136), Miradors Seawall Lighting Improvements (22027)
- **General Parks CIP & Bond Projects** – assist City with General Parks CIP & Bond Projects like District Parks, Sherrill Park Military Monument (23052), Flour Bluff Dog Park (23049)

The proposed MSAs are each for a one-year term with one-year renewal options to be administratively authorized. Individual task orders will be negotiated and approved administratively to meet the project requirements.

COMPETITIVE SOLICITATION PROCESS:

On January 18, 2023, the Contracts and Procurement Department issued a Request for Qualifications for Engineering Services with RFQ Number 4489 for Professional Architectural Services for FY2023 and Bond 2022.

The City received a total of six Statements of Qualifications for General Engineering Services Category, seven Statements of Qualifications for Parks Category Architectural Services Category. The Selection committee consisted of representatives from Engineering Services and the operating departments. 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 is recommending awards to the following firms:

- Bath Group
- Chuck Anastos

- Gignac Architects
- Jacobs Engineering Group
- Levy Dykema
- Solka Nava Torno

All the selected six firms are located in Corpus Christi. The consultants were selected for projects based on the evaluation criteria. Attached is the staff recommendation of award for each project.

ALTERNATIVES:

The alternative is not to award these contracts which will delay execution of all MSA contracts. Not awarding the contracts will also make it more difficult to respond to immediate issues requiring professional architectural services.

FISCAL IMPACT:

The proposed MSAs are each for a term of one-year with a one-year renewal option to be administratively authorized. The fiscal impact in FY2023-2025 is an amount that will likely not exceed one half of the \$7,300,000.00 aggregate not-to-exceed amount. Funding is available from the FY2023-2025 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 MSAs in an amount not to exceed \$7,300,000.00 with architectural consultants for the Professional Architectural Services for Capital Improvement Projects.

LIST OF SUPPORTING DOCUMENTS:

List of Recommended Consultants & Projects
Evaluation Matrices
AE Contract Template